

Metropolitan Police Service

Job Description Form

1. Job Details

Job Title	PMO Officer
Grade	C
Team Name	Transformation Directorate
Team Operating Hours	Standard Office Hours

2. Training

Knowledge

Please see skills list below

Skills

Advanced: Highly competent in this skill and could train others

- Collecting and analysing quantitative and qualitative data
- PPM Change Control
- PPM Benefits Management
- PPM Benefits mapping and profiling
- PPM Benefits planning and tracking
- PPM Risk Management
- PPM Issue Management
- PPM Risk Analysis & reporting
- PPM Risk Contingency planning
- PPM Planning & Dependency Management

Intermediate: Executes the skill competently with minimal supervision

- PPM Governance Design
- PPM Change Control
- Analysing options to support Decision-makers
- Business Change
- Business Writing
- Interviewing
- Management and Status Reporting
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft SharePoint
- Microsoft Project
- Microsoft Visio
- Microsoft Word
- Presentation and verbal communications skills, including storytelling
- Stakeholder Management
- Workshop design
- Project Management
- Action tracking & management

Foundation: Can execute the skill with support

- Creative Thinking
- Financial management and forecasting
- Portfolio Management
- Portfolio Analysis
- Portfolio Balancing and Prioritisation
- Portfolio Office SLA Definition & Management
- Stage-Gate Assurance
- Use of Portfolio Management tools
- PPM Resource planning & forecasting
- PPM Financial management
- Business Case Assurance
- Programme Assurance & Recovery
- Project/Programme Scoping & Design
- Commercial & procurement management
- PPM Governance Management
- PPM Reporting data collection & analysis
- PPM Resource tracking
- PPM Resource prioritising & scheduling

Qualifications

- Professional qualification in relevant field is desirable, or willingness to work towards it
- And / or
- Professional and/or graduate qualifications in business management or similar field, MSP or PRINCE 2 qualification is desirable

Experience

- Experience of working in a large and complex organisation
- Experience of working in a Portfolio Management environment is highly desirable
- Experience of influencing, negotiating with, and providing challenge to management-level stakeholders
- Experience of contributing to a collaborative culture team culture and an environment of continuous learning
- Experience of working within the area of specialism, or a connected area, and developing own expertise

Behaviours

In addition to what is outlined in the MPS Competency Values Framework, please see below for the specific transformational behaviours required.

	People Leadership		Relationship Leadership		Business Leadership		Entrepreneurial Leadership	
	Inspirational Leadership Getting people to follow you	Execution Achieving results through others	Influence Persuading and influencing stakeholders	Collaboration Creating synergies through working with others	Strategic Direction Providing vision and direction	Business Judgement Showing commercial acumen	Competitive Edge Driving change and innovation	Building Talent Building capability for competitive advantage
Delivering Transformation	Leading by example Demonstrating confidence and personal commitment to change	Driving delivery Keeping people focused on the change deliverables	Persuasive Influencing Tailoring the change message to different audiences	Team working Building mutual understanding of the need for change	Setting direction Creating a clear sense of priorities and direction for change	Managing resources Making judgements about how to deliver change with available resources	Pushing for continuous improvement Challenging current practices to bring about improvements	Coaching and mentoring Sharing own knowledge and experience to develop the change team

3. Portfolio Office

- Define and align the portfolio in line with the priorities of the sponsoring group.
- Provide P3M expertise and assurance framework for effective governance and controls, resourcing, benefits management, risk management, planning and dependency management to enable the successful delivery of programme outcomes and benefit realisation.

4. Job Purpose

To operate across all areas of the Portfolio Office and PMO providing support and guidance across the PO

5. Key responsibilities

Key responsibilities

- Champion and implement PMO methodologies and standards, supporting the vision to attain a world-class transformation function
 - Support the creation, continuous improvement, and consistent use of PMO tools in planning, risk and issue management, benefit management, reporting and governance across the portfolio / programme, helping to set and communicate processes, embed good practice techniques, document management and standards
 - Support the portfolio office leadership team, project and programme managers and PO stakeholders (including enabling functions) to understand the needs across the portfolio, delivering meaningful insights
- Provide technical expertise in functions of the PO
 - Be the key point of contact between the relevant programme and project teams and the TD on all matters relating to portfolio and program management
 - Apply knowledge of TD functions to support PMO governance across the portfolio, working closely with the planning lead
- Deliver PMO outputs and deliverables
 - Work closely with Programme and Project Managers to deliver the key programme and project controls.
 - Proactively support programmes and projects to deliver their outcomes, helping them understand how to use tools, techniques, standards and processes in planning, risk and issue management, benefit management and reporting
 - Own the development and maintenance of PMO products relating to the specialisms within the portfolio office across programmes and the portfolio

6. Communications and Working Relationships

Develop and maintain relationships with:

- Leaders in the Met and within TD to provide meaningful insights and drive action following decisions made relating to the relevant areas of specialism
- Relevant enabling functions related to their specialism, which may include finance, digital policing, estates, and other MPS programme offices, to problem-solve, integrate and collaborate to the benefit of operational policing and the wider MPS
- Head of portfolio office and line manager to support them in building the capability and capacity of the specialism and its credibility in the wider MPS

Work closely day-to-day with their peers within the portfolio office and in programmes where there is a need for integrated and collaborative working, to problem solve to the benefit of operational policing and the wider MPS