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## NHS PROPERTY SERVICES LTD

### Job Description

<b>Job title:</b>	PMO Manager
<b>Level:</b>	3
<b>Type of role:</b>	Permanent
<b>Base:</b>	London
<b>Travel requirements:</b>	As required in England
<b>Responsible to:</b>	Head of PMCOE
<b>Directorate:</b>	Technology Services
<b>Job reference:</b>	TSPMCOE05

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

#### **Main purpose / scope of the role**

The Project Management Office (PMO) Manager role sits within the Project Management Centre of Excellence.

The Project Management Centre of Excellence (PMCOE) is at the centre of delivering change and transformation across NHS Property Services by establishing and ensuring project management best practice, change delivery processes and project management capability development.

The PMO Manager will need to have extensive project management experience, managing delivery to best practice standards, manage an extensive network of engagement with project management professionals, plus be able to develop and influence the adoption and implementation of project standards across the business.

As part of the PMCOE, the PMO manager will play a critical role in ensuring the focus on

dependency management across NHSPS projects to ensure the project portfolio is aligned in resourcing, delivery and risk management, plus the delivery of benefits management and tracking for the overall project portfolio.

This experienced individual will work with a multitude of different personal and seniority across the business including senior business managers, technology services, external consultants, auditors, business analysts and project managers. Some travel may be required.

**Key duties and responsibilities of the role**

- Provide project management oversight and direction of NHSPS Projects.
- Provide project management guidance and mentoring for projects in regard to best practice, in alignment with Project Management Centre of Excellence Project lifecycle and utilisation of project toolkit.
- Alignment of NHSPS project outcomes, dependencies and resource management requirements.
- Development of dependency management processes and undertaking dependency reviews.
- Aid projects with business case development as part of the benefits analysis and approvals.
- Development and implementation of benefits tracking processes, as part of best practice delivery.
- Monitoring of benefits delivery across agreed projects including conducting and delivering post implementation reviews.
- Ensure the embedding and maintenance of risk management across projects working with Project Management Centre of Excellence and Corporate risk management teams.
- Ensure projects undertake appropriate assurance reviews as part of the Gateway process.
- Assist in closure of projects and perform required lessons learnt and benefit analysis in collaboration with project team.
- Ensure projects adhere to document management storage requirements and compliance with GDPR guidance.

### Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>PRINCE2 and/or other Project Management methodologies including Agile.</li> </ul>	<ul style="list-style-type: none"> <li>A bachelor's degree in business, management, accounting, economics, statistics, information science or similar</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Project management delivery in a complex environment.</li> <li>A strong background in project delivery.</li> <li>Proven track record of delivering projects to time and budget.</li> <li>Proven track record of project benefits management, tracking and delivery.</li> <li>A proven track record of managing a Project management office.</li> <li>Proven track record of dependency management across a project portfolio.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge/Experience of working in the Property Services Industry</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of project portfolio management</li> <li>Proven experience of programme management experience</li> <li>Significant experience in project management experience</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good analytical, problem-solving and process-mapping skills.</li> <li>Proficient user of Microsoft Office suite including Microsoft Project</li> <li>Excellent presentation skills</li> <li>A great all-round communicator at all levels, particularly with key stakeholders.</li> </ul>	