

JOB DESCRIPTION

Job Title:	Estates PMO Manager
Department / Unit:	Estates Department
Job type	Permanent, Full time
Grade:	8
Accountable to:	Deputy Director of Estates
Accountable for:	Estates PMO Officer
Purpose of the Post	
<p>The post holder will establish and manage a Project Management Office function for the Estates Department to manage project reporting and governance, supporting the Director and Deputy Director of Estates. She/he will work closely with the Director of Estates, Principal, Deputy Principal and other senior managers to ensure effective governance and reporting in planning and delivering the Estates Capital Programme, and projects emanating from the recurrent Cyclical Maintenance and Small Works and other Programme Boards and committees.</p> <p>The PMO Manager is required to adopt a College-wide perspective and build relationships with a range of stakeholders both internal and external to facilitate delivery of the estates capital programme. The post holder will also be expected to play an active role in leading and managing projects, the College governance process.</p>	
Key Tasks	
Establish and manage the PMO for the Estates Department.	
Provide support and advice to the project managers, project support staff and others on the completion of project governance documentation and on navigating the project governance process	
Establish a project reporting framework and standard templates including monthly project dashboards, monthly project summary reports and manage these on an on-going basis	
Develop a high-level programme implementation plan, cost plan and dependencies for the estates capital programme.	

Preparing regular reports on the capital programme for Finance Committee and Council on behalf of the Deputy Principal
Liaison with Executive Policy Assistant regarding Estate Projects to Strategy Group. Liaison with the Director of Strategic Planning and Change to manage project reporting to the Planning and Resources Committee
Secretary/Committee Manager to the Capital Projects Assurance Committee chaired by the Deputy Chair of Council. This will include managing the agenda, preparing reports and progress chasing. (The minutes are taken by the Governance Officer) Liaison with the Director of Finance and the College Secretary's Office to manage project reporting to the College Finance Committee and Council
Client side representative for Estates projects for project governance compliance.
Stakeholder management – leading and managing stakeholder meetings and other stakeholder engagement activities, particularly in support of external project managers. Deal with stakeholder queries on the Director's behalf
Liaison with the Capital Projects Accountant to develop a high level programme cost plan and to support standard financial reporting for individual projects
Liaison with the Estates Communications Officer to support the flow of information with respect to the Estates Capital Programme
Liaison with the Secretary of the Estates Delivery Group
Other Duties
<p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <p>Internal:</p> <ul style="list-style-type: none"> • Deputy Principal • Principal (as chair of Capital Projects Planning and Review Committee) • Deputy Chair of Council (as chair of Capital Projects Assurance Committee) • Members of senior management (as project chairs) • Head of Projects • Project Managers • Director of Strategic Planning and Change (consistency of project documentation and reporting to Planning and Resources Committee) • College Secretary's Office (Capital Projects Assurance Committee and reporting to Council)

- CFO (Capital Programme and reporting to Finance Committee)
- Director of Campus Services (maintenance and premises teams)
- Director of Communications and External Relations (Capital Programme and individual project communications)

External:

- Project managers
- Students Union
- Project contractors
- Project consultants
- External sector bodies such as HEFCE, UUK and other HEIs

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Estates PMO Manager

Department: Estates Department

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Degree or equivalent		✓	Application Form/Certificate
Project Management qualification such as PRINCE2	✓		Application Form/Certificate
Relevant post-graduate qualification		✓	Application Form/Certificate
Skills, Abilities and Experience			
Demonstrable and proven track record of successful working within large, complex organisations such as Universities	✓		Application Form/Interview
Demonstrable knowledge, understanding and experience of project management and project governance concepts and processes, involving more than one functional area	✓		Application Form/Interview
Strong interpersonal skills and experience of working with, influencing, and engaging a range of internal and external stakeholders at all levels including senior staff, building, and developing effective networks and facilitating effective common action	✓		Application Form/Interview

Experience of working in higher education and an understanding of the issues facing the sector		✓	Application Form/Interview
Excellent problem-solving skills and ability to resolve and drive issues to a conclusion, with proven ability to develop new concepts and original ideas	✓		Application Form/Interview
Ability to communicate effectively both orally and in writing using a range of media and techniques for a variety of audiences.	✓		Application Form/Interview/Test
Experience of managing and developing staff	✓		Application Form/Interview
Highly organised approach to day-to-day work including committee servicing with a proven ability to prioritise work within a complex environment and delegate effectively within and outside the team	✓		Application Form/Interview/Test
An understanding of multi-project or programme budgeting and financial management		✓	Application Form/Interview/Test
Good IT skills including familiarity with Microsoft office	✓		Application Form/Interview/Test
Other Requirements			
Commitment to personal development	✓		Interview
Attendance at evening meetings or events on a small number of occasions	✓		Interview