

PMO Support Officer (ICF)

Department: Chief Operating Office

Section: Modernisation and Digital

Reports to: PMO Manager

JE Ref: COO581.1

Grade: CS09

JE Date: 27/04/2020

Job purpose

The PMO Support Officer implements best practice Project Management to enable the successful delivery of a range of technology change projects to stakeholders across the business.

Job specific outcomes

- Perform relevant support duties in the development of the IT PMO's strategy, responsibilities and deliverables to ensure the successful implementation of IT projects across Government of Jersey departments.
- Enable frameworks and standards for Programme and Project Management to compile relevant Programme related information and assist leadership to interpret and make decisions based on project information.
- Provide and maintain capacity planning and resource tracking across the Programme to ensure projects are adequately resourced.
- Review, challenge, and build on project Risk Logs, Action Logs, Decisions Log, and Issue Registers to ensure projects are accurately documenting and mitigating RAID items.
- Perform relevant support duties in ensuring the appropriate programme benefits are identified, quantified and to ensure that benefits are realised through successful delivery.
- Perform relevant support duties in developing governance frameworks that enable early intervention and challenge on projects/programmes that are likely to breach time/cost/quality tolerances
- Maintain programme and project files from supplied actual and forecast data to ensure the accuracy of the information held

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience	A qualification in Prince2, PMP, MSP or Agile.
Knowledge	Knowledge of project management methodologies, experience of applying these	
Technical / Work-based Skills	<p>Ability to manage complex stakeholder relationships</p> <p>Ability to prepare realistic plans and tracks activities against project schedule</p> <p>Competent in defining, documenting and carrying out small projects or sub-projects alone or with a small team, actively participating in all phases</p> <p>Able to monitor costs, timescales and resources used and supports action where these deviate from agreed tolerances</p> <p>Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project</p>	

General Skills/Attributes	<p>Excellent interpersonal skills</p> <p>Ability to build and manage effective stakeholder relationships</p>	
Experience	<p>Experience of managing large scale and multiple projects.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with standards identified in the Government of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities, attributes, and behaviour indicators, are to be attached in a separate document.