PMO Support Administrator (ICF)

Department: Chief Operating Office

Section: Modernisation and Digital

Reports to: PMO Manager

JE Ref: COO582.1

Grade: CS07   **JE Date:** 27/04/2020

Job purpose

The PMO Support Administrator works with the IT PMO team in implementing best practice Project Management to enable the successful delivery of a range of technology change projects

Job specific outcomes

- Follow frameworks and standards for Programme and Project Management and compile Programme related financial and KPI information to ensure accurate reporting.

- Maintain programme and project files from supplied actual and forecast data alongside the PMO team to ensure accuracy across projects and programmes.

- Perform relevant support and administrative duties (such as minute taking) in meetings to support the wider PMO team.

- 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.

- 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.

- Ensure the appropriate programme benefits are identified and quantified alongside the PMO team to ensure that benefits are realised through successful delivery.

Statutory responsibilities

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

Organisational structure

ONE GOVERNMENT

Office of the Chief Executive

Customer and Local Services

Children, Young People, Education and Skills	Health and Community Services	Justice and Home Affairs
Treasury and Exchequer	Growth, Housing and Environment	Strategic Policy, Performance and Population

Chief Operating Office

Person Specification

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	A Level standard qualification or relevant experience	A qualification in Prince2, PMP, MSP or Agile.
Knowledge	Knowledge of project management methodologies, experience of applying these	
Technical / Work-based Skills	Ability to manage complex stakeholder relationships Ability to prepare realistic plans and tracks activities against project schedule Competent in defining, documenting and carrying out small projects or sub-projects alone or with a small team, actively participating in all phases Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project	
General Skills/Attributes	Excellent interpersonal skills

Ability to build and manage effective stakeholder relationships | |
| **Experience** | Experience of managing large scale and multiple projects. | |

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 6 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.