

Corporate PMO Manager

Job Description

Position Pay Level: 7

Position Pay SCP: 30 - 35

Salary: £43,253 - £48,795 (Inclusive of Local Weighting Allowance of £1,130 per annum)

Reports to: Head of Programmes and Change

Financial Responsibilities: The postholder is not a budget holder and has no direct responsibility for managing project expenditure. The role provides PMO assurance over the quality, completeness and consistency of financial information presented by projects and programmes, including costs, forecasts, savings, benefits and affordability assumptions. The postholder identifies gaps, inconsistencies and emerging financial risks within project reporting, challenges the relevant Project Manager, Service Lead or SRO, and escalates material concerns through the appropriate governance route.

Main purpose of Job:

This is a role within the Corporate Programme Management Office (PMO), reporting to the Head of Programmes and Change. The post is responsible for the effective day-to-day operation and continued development of the Corporate PMO, supporting the Council's Transformation, Improvement and Recovery portfolios through expert governance, assurance, portfolio reporting, standards and advisory support across a diverse range of corporate projects and programmes.

The postholder will operate with a significant degree of autonomy, managing the day-to-day PMO service and making decisions about reporting, governance readiness, assurance activity, application of standards and escalation. They will act as the Council's subject matter expert and trusted adviser on PMO practice and the corporate project delivery framework, providing professional advice, coaching, constructive challenge and practical support to Project Managers, Service Leads and senior officers.

Working closely with the Council's Transformation Delivery Partner and internal teams, the postholder will embed consistent standards, improve organisational project delivery capability and develop a sustainable, mature Corporate PMO.

Main Accountabilities:

1. Corporate PMO management and advisory support

- Manage the day-to-day operation of the Corporate PMO service, coordinating priorities, reporting cycles, governance activity, assurance work and support to projects and programmes.
- Advise Senior Responsible Owners, Project Managers and Service Leads on translating strategic objectives into proportionate delivery plans, clear outcomes, measurable benefits and defined accountabilities.
- Make day-to-day decisions within delegated authority about PMO priorities, governance requirements, assurance activity, quality standards and the escalation of delivery concerns.
- Provide advice and quality assurance on business cases, project initiation documents, delivery plans, stakeholder plans, benefits profiles and closure documentation, without assuming ownership of project delivery.
- Maintain a corporate view of dependencies and interfaces between projects, programmes, services and external partners, highlighting conflicts, gaps and matters requiring management action.

2. PMO subject matter expertise and professional advice

- Act as the subject matter expert and principal point of contact within the Corporate PMO for project and programme governance, assurance, portfolio reporting, methodology and delivery controls.
- Provide authoritative advice, coaching and practical support to Project Managers, Service Leads and other officers, while retaining clear accountability for delivery within the relevant service or programme.
- Interpret and apply the Council's project delivery framework, using professional judgement to recommend proportionate controls and documentation.
- Challenge incomplete, inconsistent or weak project information and require corrective action before material is submitted to decision-making forums.
- Develop and maintain tools, templates, guidance and standards that improve consistency and organisational project management maturity.

3. Governance, autonomy and decision-making

- Coordinate the effective operation of the Design Authority, Transformation Board and other corporate governance forums, including forward planning, agenda management, quality control, decisions and actions.
- Determine whether submissions meet agreed standards and are sufficiently complete, evidence-based and decision-ready for governance consideration, referring significant concerns to the Head of Programmes and Change or relevant senior lead.

- Prepare high-quality reports, briefings, presentations and decision papers for senior officers, Corporate Leadership Team, Members, Commissioners and other governance bodies.
- Maintain clear audit trails through action logs, decision registers, assurance records and forward plans.
- Monitor compliance with agreed governance requirements and intervene or escalate where non-compliance could affect delivery, financial control or decision quality.

4. Portfolio reporting, analysis and assurance

- Coordinate the Council's Improvement and Recovery and Transformation reporting cycles, securing accurate and timely information from project and service leads.
- Analyse portfolio information to identify emerging risks, issues, dependencies, delivery trends, resource pressures, benefits risks and areas requiring intervention.
- Produce and interpret dashboards and management information, drawing out the implications for delivery and recommending proportionate action.
- Plan and undertake project health checks, gateway or assurance reviews and lessons learned activity, presenting findings and tracking agreed actions.
- Escalate material concerns to the appropriate senior lead and provide recommendations to improve delivery confidence.

5. Financial assurance

- Provide PMO assurance over the quality, completeness and consistency of financial information submitted through project and programme reporting, including costs, forecasts, savings, benefits and affordability assumptions.
- Identify gaps, inconsistencies, weak evidence and emerging financial risks in project reporting; challenge the relevant Project Manager, Service Lead or SRO and escalate material concerns through the appropriate governance route.
- Check that project documentation demonstrates compliance with the Council's Financial Regulations, Contract Procedure Rules and relevant approval routes, escalating where assurance cannot be provided.
- Liaise with Finance, Procurement, Legal and contract management colleagues to ensure governance boards receive appropriate professional advice and sufficiently robust information for decision-making.
- Where delegated, coordinate PMO-related supplier activity, commissioned assurance support or corporate reporting inputs and confirm that outputs align with agreed scope, milestones and value expectations.

6. Partnership and stakeholder management

- Build effective working relationships across all Council directorates and with the Transformation Delivery Partner, Commissioners and other external partners.
- Facilitate workshops, planning sessions, project reviews and governance meetings, ensuring clear outcomes, responsibilities and follow-up actions.
- Communicate complex project and portfolio information clearly to different audiences, including senior leaders.
- Influence without direct line authority, securing engagement and action from colleagues at all levels.

7. Capability building and continuous improvement

- Promote a culture of professional project management, transparency, accountability and continuous improvement.
- Coach and support colleagues to use the Council's methodology, tools and reporting requirements effectively.
- Identify recurring delivery weaknesses and recommend improvements to PMO processes, controls, systems and guidance.
- Share learning and good practice across the organisation and support knowledge transfer from the Transformation Delivery Partner into the Council.
- Contribute to the development of a sustainable Corporate PMO and the Council's longer-term transformation capability.

8. Corporate and statutory responsibilities

- Demonstrate the Council's values and behaviours and contribute to an inclusive, collaborative and learning-focused working environment.
- Comply with the Council's Constitution, Financial Regulations, Contract Procedure Rules, information governance and data protection requirements.
- Fulfil relevant health and safety, safeguarding, equality, diversity and inclusion responsibilities.
- Undertake other duties commensurate with the level and purpose of the role.

Person Specification:
Corporate PMO Manager

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Experience	Substantial experience of managing or operating within a corporate PMO, programme office or comparable governance and assurance function in a large or complex organisation.	Essential	A, I
	Experience of overseeing, assuring or supporting a portfolio of projects or programmes simultaneously, including governance, risk, reporting, standards and delivery confidence.	Essential	A, I
	Experience of coordinating senior governance forums and producing high-quality agendas, reports, briefings, decision records and action tracking.	Essential	A, I
	Experience of providing professional advice, coaching and constructive challenge to Project Managers, Service Leads or senior stakeholders.	Essential	A, I
	Experience of analysing portfolio or project information and translating it into clear management information, recommendations and escalation.	Essential	A, I, T
	Experience of contributing to business cases, financial monitoring, benefits management or commercial governance.	Essential	A, I
	Experience of local government, the wider public sector, organisational transformation or improvement and recovery activity.	Desirable	A, I

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Skills and abilities	Ability to work autonomously, exercise sound professional judgement and make day-to-day decisions within delegated authority, recognising when escalation is required.	Essential	A, I
	Strong PMO and project advisory skills, including the ability to assess and improve plans, milestones, RAID logs, stakeholder approaches, benefits profiles and governance documentation.	Essential	A, I, T
	Excellent analytical skills, with the ability to identify trends, dependencies, delivery risks, financial implications and practical corrective action.	Essential	A, I, T
	Excellent written and verbal communication skills, including the ability to present complex information clearly to senior officers, Members and other stakeholders.	Essential	A, I, T
	Strong influencing, facilitation and relationship-management skills, with the ability to secure action without relying on direct line authority.	Essential	A, I
	Excellent organisational skills and resilience, with the ability to manage competing deadlines and maintain quality in a fast-moving environment.	Essential	A, I
	High level of competence in Microsoft 365, particularly Excel, PowerPoint, Word and collaborative working tools.	Essential	A, I, T

Area	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
Knowledge and understanding	Strong understanding of project and programme management methodologies, lifecycle controls and proportionate application in a complex organisation.	Essential	A, I
	Strong understanding of governance, assurance, portfolio reporting, risk, issue, dependency, benefits and change management.	Essential	A, I
	Understanding of business case development and the role of PMO assurance in reviewing project financial information, savings, benefits and affordability evidence.	Essential	A, I
	Understanding of the role of a Corporate PMO and how standards, assurance, reporting and capability building support successful delivery.	Essential	A, I
	Knowledge of local government governance, decision-making and statutory or regulatory context.	Desirable	A, I
	Commitment to equality, diversity and inclusion and to the values and behaviours expected by Slough Borough Council.	Essential	A, I
Qualifications	Recognised project, programme or portfolio management qualification such as P3O, APM PMQ, PRINCE2 or MSP, or equivalent substantial relevant experience.	Essential	A
	Educated to degree level or able to demonstrate equivalent knowledge and capability through relevant experience.	Essential	A
	Evidence of continuing professional development in project delivery, transformation, change or related disciplines.	Desirable	A, I