

Team Leader - Project Management Office

(Maternity Cover)

Based Theale, near Reading

About the role

The role of the Team Leader - Project Management Office is to manage a small team efficiently to deliver a high volume of straightforward projects to maximise a throughput of revenues.

We are looking for an experienced PMO professional to provide leadership in prioritising workload, allocating work to team members, dealing with reactive requests and being proactive in your approach to the benefit of the business.

The PMO lead ensures projects are completed on time and to budget, and maximises profit through cost reductions. You will also need to develop project financial plans and ensure positive cash flow. This includes coordination of team members and third-party contractors in order to deliver projects according to plan. For the purpose of the Maternity Cover contract, we will also ask the interim PMO Lead to run a knowledge capture initiative to improve processes and expertise within the team as a whole, and enrich our resources.

The post holder will:

- Lead the Project Management Office and ensure performance feedback, goal-setting; annual performance assessments and skill development and training are continued as “business as usual”
- Produce a monthly report of all projects undertaken by the Project Management Office detailing their status, completion and invoice date. This report should also highlight any major project issues and the plan for the next 30 days
- Responsible for the overall design, implementation, and support of the PMO governance policies, procedures, templates and practices
- Ensure a robust process of notification or escalation is in place to report on both underspend and potential overspend with the appropriate approvals sought for either situation
- Ensure projects have requirements documented and agreed to ensure that project activity meets agreed project objectives and scope
- Work closely with all functions (as well as internal and external project partners where appropriate) to devise, develop and deliver appropriate and proportionate systems to evaluate key activities at a project level
- Extensive interactions with product development, sales, account management teams, service delivery and/or other cross-functional teams
- Devise delivery strategies which maximise project revenues, minimise costs, and ensure customer satisfaction
- Maintain an accurate 12 month invoice and revenue forecast across project portfolio
- Develop and maintain strong customer relationships through regular communication, on and off site
- Document and communicate project lessons to support a culture of constant learning and improvement in line with knowledge capture objectives as set by the Head of Project Management.

Required Skills

- Developed project/programme management and planning skills and experience
- Good understanding of performance management frameworks and tools in the delivery of business objectives
- Team management experience with the ability to manage and motivate matrix project teams as well as the core project team
- Experience of prioritisation matrices and working with the business to determine appropriate project prioritisation
- Open-minded and 'can-do' attitude which encourages innovation, embraces change and displays resilience against adversity
- Continually looking for opportunities to improve project delivery
- Ability to be flexible by adapting quickly to changing priorities
- Previous exposure to Idox software would be highly advantageous
- Persuasive, encouraging, and motivating
- Ability to elicit cooperation from a wide variety of sources, including senior management, clients, and other departments
- Ability to negotiate and reach compromise to ensure project completion
- Excellent written and oral communication skills
- Ability to learn, understand, and apply new technologies
- Able to start on or before 1st February 2019.

About Idox

Idox is the leading applications provider to UK local government for core functions relating to land, people and property, such as its market leading planning systems and election management software. Over 90% of UK local authorities are now customers. Idox provides public sector organisations with tools to manage information and knowledge, documents, content, business processes and workflow as well as connecting directly with the citizen via the web, and providing elections management solutions. It also supplies in the UK and internationally, decision support content such as grants and planning policy information and corporates compliance services. Idox delivers engineering document control, project collaboration and facility management applications to many leading companies in industries such as oil & gas, architecture and construction, mining, utilities, pharmaceuticals and transportation in North America and around the world.

The Group employs c.750 staff located in the UK, the USA, Canada, Europe, India and Australia.

Idox has many offices across the Country and therefore travel will be required.

How to apply

Applicants should submit a CV, and a short cover letter (*maximum 500 words - including salary expectation, and current remuneration*) explaining why they feel they would be suited to this role to Join.Us@idoxgroup.com

Please note successful applicants will need to satisfy the BPSS guidelines (Baseline Personnel Security Standards) which consist of the receipt of satisfactory references covering the last 3 years of employment; an identity check; verification of eligibility to work in the UK; and a Basic Disclosure Check. This is in order to help us make safer recruitment decisions and prevent unsuitable people from working with access to personal and sensitive data.

Privacy Notice

As part of the recruitment process we will collect data about you in a variety of ways including the information you would normally include in a CV or a job application cover letter, or notes made by our recruiting officers during a recruitment interview.

Please read the Idox Recruitment Data Privacy Policy here: <http://www.idoxgroup.com/privacy.html>