

**Job Description - DRAFT**

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| **Job Title:** | Senior PMO Analyst |
| **Team:** | Business and Tourism Programme  |
| **Classification:** |  Senior Manager |
| **Reports to:** | Programme Portfolio Manager |
| **Classification of Line Manager:** | Director |
| **Number of Direct Reports:** |  1 |

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| **Job Purpose** |
| Birmingham 2022 is a golden opportunity not just for the West Midlands but for the UK. With a third of the world’s population tuning in, this is a chance to show that post-EU Exit Britain is open for business, support economic recovery from COVID-19 and to provide a shop window for Britain’s economic engine. London 2012 and previous Commonwealth Games demonstrate the potential to drive tourism, trade and investment alongside the sport and culture. Funding has been secured to deliver a major programme to attract visitors, investors and events to the West Midlands and the UK and grow export opportunities. This will be delivered in partnership at regional and national level, with funding secured in the Spring 2020 Budget and match funding from the West Midlands Combined Authority (WMCA). The programme is currently being developed – so an exciting time to join and help shape what will be delivered. A central programme team supports the programme delivery partners (West Midlands Growth Company (WMGC), Department for International Trade (DIT) and VisitBritain (VB)). Based in central Birmingham at the WMGC offices on Centenary Square, the team will delivery cross-cutting activity and ensure integration within the programme, with the Birmingham 2022 Organising Committee (OC) and with relevant regional / national initiatives.The programme has a diverse range of markets (UK, Australia, Canada, India, Singapore, and Malaysia) and audiences including Commonwealth leaders, investors, event organisers and leisure visitors. Alongside the core budget, the programme will be amplified working with sponsors, with IP being parts of their rights packages. Role runs from October 2021 – May 2023.  |

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| **Our people and our offices** |
| West Midlands is an exciting, vibrant, and diverse region and West Midlands Growth Company aims to reflect this in all that we do. Our objective is that our work, services, and employment practices will promote a positive impression of the region, and we will take every step to minimise or eliminate outdated preconceptions and stereotypes. West Midlands Growth Company whole-heartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, disability, age, religious belief, sexual orientation, or marital status. We believe that it is in the company's best interests and of all those who work in it to attract, retain, and develop a diverse pool of talent. We therefore seek to ensure that the human resources, talents, and skills available throughout the community are considered when employment opportunities arise. We believe it is essential to the company's success to enable employees of all backgrounds to reach their full potential by encouraging a working environment that is inclusive to all. To this end and within the framework of the law we are committed, wherever practicable, to achieving and maintaining a workforce which broadly reflects the local community in which we operate. This is a remote working opportunity until a date is agreed for the West Midlands Growth Company workforce to return to the usual place of work at The Colmore Building, Birmingham.Our priority is to keep all our employees safe and well during this time. We will be working remotely for the foreseeable future, and we are doing everything we can to ensure all our employees can enjoy a comfortable remote working space. |

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| **Main responsibilities and key activities** |
| * The BATP Governance, Reporting and Assurance main point of contact for the programme
* Be the point of contact for all reporting and governance requirements from wider partnership, overseeing the planning scheduling and management of activities
* Accountable for ensuring that key documents/reports are produced, reviewed, approved and distributed via a controlled and agreed calendar and associated SLAs
* Lead on alignment of documentation and processes across multiple organisations within the programme
* Support and manage one member of staff in ensuring work is produced on time and of the appropriate quality. When required stepping in to conduct some activities.
* Lead on process improvement and change control
* Lead and ensure adherence to reviews for WMCA and DCMS quarterly reviews, IPA reviews and FC submission and other key programme milestones
* Lead on assuring programme governance requirements
* Lead on creation and evolution of programme documentation, including document control and version control on information portal
* PMO Programme Level risk management and working with project managers for project level risk management
* Work with workstream leads on their understanding of governance and assurance
* Supporting and maintaining the programme governance framework ensuring that the programme adheres to the requirements set out by DCMS and WMCA, including quarterly reviews and audits
* Provide expertise, advice, and guidance to the business, tailoring training needs assessments and recommendations to deliver programmes of work, ensuring quality and assurance
* Maintaining the overall governance integrity of the programme, creating, developing, and reviewing programme documentation
* Designing and implementing required business processes including end to end lifecycle management
* Maintain a knowledge bank for the Programme
* Implementing a continuous improvement environment
* Review a make recommendations for improvement to programme delivery, stakeholder assurance and processes
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| **Dimensions** |
| **Key relationships:*** SRO
* Programme Director
* Portfolio Manager
* WMCA, DCMS, DIT, VB, BCC and OC
* Programme partners and wider stakeholders
* Work stream leads
* Finance & Procurement
* Integration
* Sponsorship
* Wider programme delivery team
* WMGC Extended Leadership Team (ELT)
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| **Key Skills and Competency Requirements** |
| **Area** | **Essential**  | **Desirable** |
| **Qualifications** | * Professional qualification or relevant degree, or equivalent experience in programme delivery, such as Prince2 practitioner, MSP practitioner, APM RFQ or similar
 | * Membership or relevant professional body, chartership would be advantageous
* Evidence of continuous professional development
* P3O qualification
* Assurance qualification
* Lean six sigma knowledge or training
* P3M3 maturity models training
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| **Skills and attributes** | * Ability to work positively with the full range of individuals and groups involved in the programme, embracing a collaborative approach to delivery
* **Ability to support and step-in when required to deliver key documentation/reports**
* **Support the development of one staff member and ensure that key line amagement activities take place (e.g., 121s, absence management and development)**
* Ability to develop and maintain effective working relationships with other members of the programme management team, senior managers, partners, programme teams and third-party suppliers
* Solution focussed with the ability to resolve issues quickly
* Leadership and management skills
* Understanding of the wider objectives of the programme and how they impact the overall business objectives
* Credibility within the programme environment and ability to influence others
* Good knowledge of techniques for planning, assuring, and controlling programmes, including risk management
* Ability to find innovative ways of solving and pre-empting problems.
* Ability to prioritise and managing conflicting requirements at the same time
 | * Business management skills gained in a programme delivery environment
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| **Knowledge and experience** | * Programme governance and assurance management experience gained within a similar environment managing a budget of c. £15m
* Experience within a similar role in programme delivery
* In depth knowledge of creating and implementing new processes, handoffs, and dependencies, including process improvement cycles
* Significant understanding and application of public sector project environment including governance and assurance processes.
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| **Our values** |
| **Working together** | We take pride in our approach to working together in a diverse, open, and inclusive environment. |
| **Creative thinker** | We are creative and innovative in the work that we do, in our delivery and our outputs. |
| **Trusted partners** | We are a trusted partner – we work together with clients and stakeholders for the benefit of the region. |
| **Proactive leader** | We are proactive leaders continually striving for excellence, passionate about unlocking potential for the West Midlands. |

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| **Prepared by:** |
| **Name** | **Job title** | **Date** |
| Piyush Parmar | Programme Portfolio Manager | September 2021 |