		ROLE PROFILE	
(Coventry Building Society logo)		PMO (Portfolio Management Officer)	

Reports to:	Practice Manager - PMO					
Grade:	Professional / Technical			**Job Family:**	Change	
Leadership Responsibility:	Direct Reports:	N/A	Indirect Reports:	N/A	**Regulatory Information:**	Not Applicable
Location:	Binley, Coventry. Team-led hybrid working arrangements apply.				**Working hours:**	35
Effective Date:	09/05/2024 v3				**WD Job Code:**	JC_0193

ABOUT THE ROLE

The Portfolio Management Officer (PMO) will facilitate and drive the co-ordination of activities across multiple agile teams, ensuring adherence to operational standards within the development lifecycle of CIDO Portfolios. The PMO will support the Strategic Value Case production across a broad scope of programmes and transformation activities across the agile release trains (ARTs).

This PMO role will require close collaboration with the Central PMO team and Senior Portfolio Management Officer (SPMO), and Release Train Engineer (RTE) as well as working with their respective teams within ART teams as appropriate. This role will provide input on the ART set by Product Managers to tracking the objectives and goals on the work that has been delivered by the trains.

The PMO must work with the Central PMO team, SPMO and ARTs/Teams to implement the minimum CIDO metrics needed to assess progress, including minimum Data Standards, centralised Delivery Framework. Jira etc. They must also ensure that assurance health checks are undertaken with ARTs/Teams for continuous adherence to defined governance standards.

The PMO supports continuous improvement and early feedback on current initiatives, maintaining an accurate record of spend to value, helping the ARTs/Teams to make the necessary adjustments to meet its targets.

ABOUT YOU

- Ability to build relationships, influence and work collaboratively with peers and diverse stakeholders.
- You take a consultative approach and empower others to make decisions that lead to great outcomes.
- Working knowledge of effective governance and assurance, with an outline understanding of Scaled Agile Framework and/or other agile delivery.
- Experience supporting portfolio/product deliveries.
- Ability to use dashboards, to analyse data and present it in a way that tells a story.
- Ability to take train level outcomes and interpret to help teams align to strategic value.
- Experience of Financial and Resource processes.
- Comfortable with ambiguity, can handle the unexpected with flexibility and resilience.
- Strong communication skills, both oral and written.
- Ability to work with a collaborative approach and build trust with others.
- Curious, encouraging of ideas and challenge.

REQUIREMENTS:

- Understanding of delivery control framework e.g. Risk Management, Dependency Management and Delivery Frameworks.
- Experience of working with a cross-functional delivery teams in a large Enterprise environment.
- Understanding of Scaled Agile Framework (SAFe) and Portfolio & Programme Management methodology and standards.
- Excellent written, verbal communication and analytical skills across all stakeholder groups
- Understanding of Portfolio Financial and Resourcing processes.

YOUR KEY RESPONSIBILITIES. (Additional detailed performance objectives will be set by your manager)	
General Profile	• Engage with the relevant stakeholders to gather information which will assist in ensuring ART objectives, key results and outcomes are correctly defined and translated into a maintained outcome set. • Along with the SPMO help support in establishing the ART data set providing data integrity and assurance oversight. • Identify, manage and ensure reporting of train/team level dependencies, risks and issues. • Ensure adherence to organisational guardrails and frameworks • Supporting assurance health checks within ARTs/Teams • Support reporting for ARTs and teams around goal setting and accomplishments. • To gather information which will assist in tracking ART and team progress against key metrics agreed by ART Leadership. • Support tracking the budget and resources for the ART. • Support the framework to measure performance versus agreed measures • Support cross-ART planning and dependency tracking, including PI and Ceremonies. • Provide quality information on ART progress to the SPMO.
People & Relationships	• You will: • Work collaboratively with the SPMO, RTE, Key ART stakeholders and Agile team(s) to ensure requirements are well defined. • Working with and helping influence multiple internal stakeholders across business and CIDO to identify priorities and dependencies. • Support the Agile principles/ways of working and culture in the PMO and work continually to improve the tools and templates used by the team • Support continuous improvement, knowledge sharing and best practice within the PMO
Governance, Risk & Controls	• You will: • Support the frameworks and controls in place to report and mitigate risks. • Help the team(s) to implement a consistency of approach and quality of delivery. • Help measure value and value realisation across multiple teams • Support assurance health checks in ARTs and Teams • Be responsible for monitoring frameworks, standards and procedures to ensure governance, consistency and quality of delivery.
Impact, Scale & Influence	• You will: • Possess excellent communication skills, working at all levels to articulate the information to stakeholders. • Help trains/team(s) to work at sustainable pace.
Decision Making / Problem Solving	• You will: • Support the sharing of best practice and learning across the Society. • Use metrics to prompt discussion and enable the team(s) to inspect and adapt, with the aim of improving the flow of work and delivery time.
Comparable Roles	