

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Portfolio Management Office (PMO) Administrator	Role: Staff	Contract Length: Permanent
Accountable to: PMO Manager	Hours p/w: 35	Location: Elephant and Castle

Service: University IT Services – Programmes and Projects Team

Purpose of role: Responsible for the provision of PMO administrative services across the portfolio of programmes and projects. Supporting the Programmes and Projects Team with administrative tasks aiding the smooth delivery of programmes and projects.

Main Duties and Responsibilities

- Provide administrative support to programmes and projects including booking programme and project board meetings, workshops and team meetings ensuring all needs are met such as: Laptops, AV equipment, catering, information packs, ensuring attendance of invitees etc.
- Support the production of materials on behalf of the Programmes and Projects Team members' e.g. PowerPoint slides etc.
- Manage documentation on SharePoint and Shared Drives which are used to support the delivery of programmes and projects, ensuring all key documents are stored centrally
- Ensure all team members are aware of document storage standards
- Develop materials for team and departmental (in conjunction with IT Admin team) away days and write up of away day outputs
- Provide wider administrative support for the IT Services Department when required
- Maintain formatting in line with feedback for programme and project templates
- Organise collaborative workshops which promote the use of the agreed PMO processes and procedures
- Develop and continuously improve knowledge of standard portfolio, programme and project management tools, processes, standards and templates
- Record and book training requirements for the Programmes and Projects team
- Develop and maintain induction packs for new starters
- Undertake procurement activities on behalf of the team or department
- Record Minutes for programme and project meetings
- Demonstrate a commitment to your own development through effective use of the University's appraisal scheme and staff development processes.
- Undertake health and safety duties and responsibilities appropriate to the post and ensure that satisfactory standards of health, safety and security are maintained in accordance with the University's legal requirements.
- Demonstrate a commitment to the University's Equal Opportunities Policy, together with an understanding of how it operates within the responsibilities of this post.
- Perform such duties consistent with your position as may from time to time be assigned to you anywhere within the University.

Key Working Relationships

- Associate Director of the Projects and Solutions team
- Head of the Programmes and Projects team
- PMO Manager
- Programme and Project Managers
- Programme and project teams within and external to IT Services
- IT Services staff
- Stakeholders including senior stakeholders/Project Sponsors
- Teams across the organisation impacted by the outputs/outcomes of programmes/projects
- Finance staff and other key stakeholders

Job Title: PMO Support Administrator**Grade: 3****Person Specification**

Specialist Knowledge/ Qualifications	Essential Knowledge of Microsoft SharePoint Excellent knowledge of Microsoft Office products Desirable Knowledge of project environments
Relevant Experience	Servicing meetings and organising workshops Experience of purchasing goods Knowledge of document management Experience of diary management
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: July 2017