

JOB DESCRIPTION	
Job title: Portfolio Management Office (PMO) Administrator	Accountable to: PMO Manager
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £28,839 - £37,049 per annum	Grade: 3
Service: University IT Services – Programmes and Projects Team	Location: Elephant and Castle
<p>What is the purpose of the role?</p> <p>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.</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Provide administrative support to programmes and projects including booking programme and project board meetings, workshops and team meetings ensuring they run smoothly and all equipment and catering required for the meetings is available. Accurately record minutes for programme and project meetings. • 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 away days and write up of away day outputs. • 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. • Develop and maintain induction packs for new starters on the Project Management Framework. • Undertake procurement activities on behalf of the team or department including raising and tracking purchase orders. 	
<p>General</p> <ul style="list-style-type: none"> • Assume other reasonable duties consistent with your role, as determined xxx, which may be assigned to you anywhere within the University. • Undertake health and safety duties and responsibilities appropriate to the role. • Work in accordance with the University’s Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work. 	

- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships

- Associate Director of the Projects and Solutions team
- Head of IT Project Delivery
- 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

Specific Management Responsibilities

Budgets: None

Staff: None

Other (e.g. accommodation; equipment): None

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PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Essential</p> <ul style="list-style-type: none">• Knowledge of Microsoft SharePoint• Excellent knowledge of Microsoft Office products <p>Desirable</p> <ul style="list-style-type: none">• Knowledge of project environments
Relevant Experience	<ul style="list-style-type: none">• Supporting meetings and organising workshops• Experience of purchasing goods and raising purchase orders• Knowledge of document management• Experience of diary management
Communication Skills	<ul style="list-style-type: none">• Communicates effectively orally, in writing and/or using visual media.
Student Experience or Customer Service	<ul style="list-style-type: none">• Builds and maintains positive relationships with students or customers
Planning and Managing Resources	<ul style="list-style-type: none">• Plans, prioritises and organises work to achieve objectives on time
Teamwork	<ul style="list-style-type: none">• Works collaboratively in a team and where appropriate across or with different professional groups.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none">• Uses initiative or creativity to resolve problems

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: January 2019