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| **ROLE PROFILE: PMO Manager, Foundational Transformation** | |  |
| Position Title: | PMO Manager, Foundational Transformation |
| Position ID: | 92 |

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| **Team** | PMO | **Grade** | P4 |
| **Reports To (Title)** | Head of Portfolio Management, Foundational Transformation | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  Save the Children is evolving its organisational structure in order to stay true to its mission, vision and values, whilst being able to withstand external pressures – be those geo-political demands; increasing stakeholder expectations; challenging funding environments; reduced access to funding; or declining trust in large INGOs. This is driven through our ambitious transformation agenda.  Our focus is on championing the rights and interests of children worldwide, putting the most vulnerable children first and to do this we need to ensure we effectively connect with the children and families we support as well as the communities and partners we work.  Over the past 8 years, Save the Children has undertaken significant transformation to ensure alignment in our delivery and efficiency in our processes which was critical following Save the Children International being established.  The Transformation Portfolio Management team is responsible for defining and maintaining the standards for portfolio management within the organisation, across 60 Offices and 30 Member organisations.  **Role purpose**  The PMO Manager, Foundational Transformation is a key member of the Portfolio Management Office (PMO) team, looking at our Foundational Transformation Initiatives, a set of initiatives focused on our core systems and processes are robust and efficient, enabling us to focus on where we can deliver the greatest value and supporting all our programming across Development and Humanitarian and in delivery through Partners. This role will also manage key PMO-owned governance forums across the portfolio. |

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| **Principal Accountabilities** |
| * Work effectively across the portfolio of initiatives with the teams to ensure they are held to account for delivery against the priorities and associated plans and to support them to remove blockers as they arise, reaching out to senior stakeholders in support of the teams where needed * Collaborate with in-department and other department leaders to define, prioritize, and develop projects including supporting the Change Request process where required. This could include hosting triage calls, monitoring change request tickets and chasing for updates as required * Portfolio level planning and management of controls at a portfolio level– including ownership of the integrated plan and associated dependencies across the Transformation and IT department * Ensure ongoing monitoring of delivery and reporting of progress including resourcing, benefits, budgets etc. identifying and escalating issues where needed and stepping in to provide hands on intervention and delivery support to the Project Manager and wider team where needed * Actively manage interdependencies between initiatives, ensuring these are properly captured, monitored and content specific interventions and priorities are clearly defined and actioned * Play a key role in ongoing improvements in the Portfolio Management space including improving existing project management office policies and processes. * Manage the preparation, facilitation and follow up for key governance and engagement forums including Transformation Steering Groups, Portfolio Progress meetings, stage gate reviews etc. As part of this, engage across multiple different stakeholders including Senior Leaders * Train and coach Project Managers and Project Leads in the application of the Transformation Delivery Lifecycle and PMO controls to their project . In addition, train and coach Project Managers and Project Leads in the use of project management tooling, including the application of project management best practice using our tooling. Identify and implement opportunities for continuous improvement in project management tooling * Manage and maintain PMO dashboards and reporting at both project/initiative and portfolio levels. Produce regular PMO reporting and dashboards. Support projects to develop project-specific dashboards and reporting. Identify and implement opportunities for continuous improvement in dashboards and reporting * Provide ongoing guidance and support to the initiative leads and wider team members as required, acting as a sounding board for questions and escalating issues as they arise to the relevant leaders in the team |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: No  Percentage of required for travel: N/A |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Global Functional Leads * PMO Team * Project Leads and Senior Project Managers * Functional SMEs * Transformation Project teams * IT Team   **External**   * PMO related Third Party Vendors * Member Portfolio Management Team Members |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Accomplished  Behavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team  Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Holds others accountable for achieving results and challenges underperformance  Cluster: Thinking  Competency: Problem-solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution  Cluster: Thinking  Competency: Applying technical and professional expertise  Level: Accomplished  Behavioural Indicator: Shares knowledge and best practice on technical solutions so that others can make best use of that expertise  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning |

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| **Experience and Skills** |
| **Essential**   1. Knowledge of project, programme, and portfolio management practices, standards, and methodologies with a minimum of five years of PMO experience in a senior analyst/manager role 2. Previous responsibility for managing a complex portfolio of transformation initiatives including system and non-system changes or at a minimum experience of leading a global transformation initiative as a Project Manager or equivalent 3. Demonstrated experience working with global stakeholders across different levels of the organisation from a broad range of contexts including experience setting up and working with project governance structures 4. Experience of industry project management standards and holding project management teams accountable to those standards as well as coaching skills to help build the capabilities of others in the area of Project and Change Management 5. Demonstrable experience of acting as a ‘business partner’ to functional areas e.g. Supply Chain, Finance etc. 6. Experience of working in a fast-paced environment with high levels of change and quick turnaround times, whilst delivering to the highest standards 7. Ability to resolve complex project issues, with a balance of pragmatism and rigour and delivering interventions to support the resolution of issues 8. Confident user of standard Microsoft applications, including MS Project, Excel, PowerPoint, and SharePoint. Experienced in using work management tools such as Jira. Previous experience of using project planning tools such as Planview   **Desirable**   * Non-profit sector knowledge/experience (especially international development projects) * Second language – French, Spanish or Arabic |

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| **Education and Qualifications** |
| **Essential**   * A degree or equivalent qualification in a related field such as Information Technology, Project Management, or Business Administration is desirable.   **Desirable**   * External Project Management accreditation |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 |  | Amanda Nelson | Suzanne Vincent | Michael Koutstaal |