

PMO MANAGER

We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.

Portsmouth Water are excited to announce an opening for our Havant Thicket Reservoir Team for a PMO Manager!

The Havant Thicket Reservoir is the first major reservoir to be delivered in England for over 20 years, with the first phase of the environmentally-led project to begin in the summer of 2024.

The PMO Manager will lead the PMO team and support the wider project management team to maintain accurate project management information and ensure that the team is continually focussed on the activities which are most critical to achieving a successful project outcome.

What will you be doing?

Key Responsibilities

- Champion best practice project management processes and controls for the project
- Manage the PMO team to generate monthly updates of the risk register, programme plans and change controls. Ensure that appropriate quality assurance is carried out with review and approval of contractor project management information.
- Chair the Programme, Risk and Change Committee, providing guidance to the project management team on PMO policies, processes
- Assist the Project Director in setting the agenda for JPAG and HTR Steering Committee meetings, lead production of monthly progress reports and decision support papers, taking minutes and expediting actions.
- Develop and maintain Project Execution Plans and supporting policies and procedures. Carry out regular audits (at least annually) of policies and procedures and update as appropriate.
- As the "first line of defence" for the project, liaise closely with the project team to ensure that focus is maintained on activities which are most relevant to achieving successful project outcomes.
- Complete quarterly resource planning reviews, advising on resource and training requirements.
- Manage the Havant Thicket Reservoir office, leading the new start onboarding process with support from our HR team.



320,000

Properties supplied
with water



170 Million

Litres of drinking
water per day



21

Natural water
sources

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£55,558 - £66,377

GRADE 10 - 11

+ Non-contractual bonus related to company performance of up to 6% of basic salary

Hours:

Full-time | Permanent | Hybrid, 2-3 days in the office

Holiday:

27 days increasing up to 31 days, plus bank holidays

Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

Private Medical Insurance:

Provided by Bupa

Volunteering:

You'll have the chance to participate in Portsmouth Water volunteering days.

CLOSING DATE: 8th MAY 2024

What do you need?

Skills & Competencies

- Strong written and communication skills: the PMO Manager will need to review and edit monthly progress reports, write executive summaries and ad hoc decision support papers.
- An understanding of the construction industry and professional services.
- Relevant technical skills: knowledge of relevant project management software (e.g. Primavera), project management processes and controls.
- Appreciation of NEC contract management methodology.
- Good analytical skills with the ability to review project management information to inform emerging trends and problem-solving skills to recommend appropriate action and strategies.
- Management skills: Chair meetings, line management of the PMO Team.
- Office software skills: Proficient in the use of Excel, PowerPoint, Word and Teams.

Qualifications & Experience

- Relevant Bachelor's degree.
- Demonstratable extensive experience of project management for large or complex construction programmes.
- Professionally qualified or qualified by experience (PMI or APM).
- Experience of using Contract Management and ERP software would be an advantage.
- Ideally, the successful candidate will have a recognised supervisory qualification or be able to give a commitment to obtain such a qualification.

What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement



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Apply Today

If you have the skills and experience to excel as our PMO Manager, apply today at jobs@portsmouthwater.co.uk

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

[Apply Now](#)

Excellence in water. Always.

Committed to a sustainable future together