

PMO MANAGER – HAVANT THICKET

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

Portsmouth Water is thrilled to announce an exciting opportunity for an experienced PMO Manager to join our Havant Thicket Reservoir Department!

As a PMO Manager, with experience of delivering major construction projects, you will be 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.

What will you be doing?

Key Responsibilities

- Provide and maintain project management controls and procedures to ensure that the project delivers and applies ‘best practice’ project management process.
- Manage the PMO team, consisting of programme planners, risk and earned value managers, document controllers and administrative support, to generate monthly updates. Ensure that appropriate quality assurance is carried out with review and approval of contractor project management information.
- Chair the monthly Programme, Risk and Change Committee meeting with the project team, a critical component of our governance and control systems.
- 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.
- Manage the Portsmouth Water collocated team office and ensure that we deliver industry leading inductions to set our team up for success.
- Assist the Project Director in setting the agenda, producing monthly papers and ensuring that minutes are recorded for Board-level monthly meetings with Portsmouth Water, Southern Water and our regulator, Ofwat.
- Liaise closely with the project team to ensure that focus is maintained on activities which are most relevant to achieving successful project outcomes.



320,000

Properties supplied
with water



170 Million

Litres of drinking
water per day



21

Natural water
sources

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CONTINUED



Excellence | Integrity | Future Focus

£75,000 - £90,000

UNGRADED

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

Hours:

Full-time | 38 hours per week | 2-3 days in the office

Holiday:

27 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: 19TH SEPTEMBER 2024

- Support to Portsmouth Water Project Managers so that they may fulfil NEC contract management duties.
- Support to Portsmouth Water Project Director fulfilling governance requirements to the Portsmouth Water Board and in meeting obligations to Southern Water under the terms of the HTR Bulk Supply Agreement.
- Support to the wider HTR Project Management Team through the provision and maintenance of project management controls, management information systems and the colocation office.
- Ensure project management is carried out in accordance with the standards of, specifications, requirements and policies established by Portsmouth Water and Havant Thicket Project.



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What do you need?

Skills, Competencies & Qualifications

- Relevant Bachelors degree.
- Demonstrable experience of leading programme management office services 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.
- 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 programme, risk and change review meetings, and line management of the PMO team.
- Office software skills: Proficient in the use of Excel, PowerPoint, Word and Teams.

What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement

Excellence in water. Always.
Committed to a sustainable future together

Apply Today

If you have the skills and experience to excel as our PMO Manager – Havant Thicket, 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](#)