**Role Profile**

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| **Job title:** | PMCOE Manager  | **Level:** | Manager |
| **Function:** | Finance | **Reporting to:** | PMCOE Senior Manager |
| **About The Role** |
| The Project Management Centre of Excellence (PMCOE) provides a pivotal role in ensuring strategic alignment between business needs and industry good practice to ensure organisational outcomes. The purpose of this role is to drive and manage effective project governance, influencing the adoption and implementation of programme, project, and change management good practices across the Strategy Action Plan (SAP), NHSPS’s internal project portfolio.The PMCOE manager will be responsible for managing a number of projects ensuring project lifecycle controls are established and maintained at all stages from Idea to Embed. This will include undertaking regular project health checks, performance reviews, monitoring risks and issues, financial and resource management, status reporting and project closures. This role will business partner projects developing strong working relationships through collaboration and engagement with project stakeholders and teams, providing support and guidance to mitigate delivery and budgetary risks.The PMCOE manager will also act as an SME within the PMCOE to implement and embed project change management capability, driving continuous improvement in the change lifecycle and making recommendations on developments in the project delivery lifecycle and toolkit in regard to change management. |
| **Key Responsibilities** |
| * Establish and manage project lifecycle governance and controls at all stages from Idea to Embed, aligning with PMCOE best practice.
* Develop and manage project health checks aligned to project lifecycle and gateways.
* Monitor projects performance, lead regular project reviews including analysis of RAID logs.
* Ensure project budgets and value are aligned and delivered against project Investment cases.
* Provide project status insights, informing SAP reporting to Executives and senior stakeholders.
* Oversee projects transition from delivery to BAU. Ensuring completion of closure process, lessons learnt and case studies.
* Lead and manage reviews of resourcing, ensuring that projects are completing resource profiles, to expected standards and aligned to investment and budgets.
* Identify, manage, and monitor SAP risks and issues, recommending and managing mitigations.
* Initiate extra management interventions wherever gaps are identified, or issues arise.
* Lead and manage project change management framework, delivery lifecycle development and implementation across the SAP.
* Drive and monitor the project change management activities across the SAP.
* Provide capability and performance matrix management to ensure that best practice is being delivered consistently and line manage two change analysts.
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| **Knowledge, Skills, and Experience** |
| **Experience** | **Capabilities (skills/behaviours)** |
| * Project delivery in complex environments
* Organisational / project governance
* Project reporting
* Risk and Issue Management
* Change control
* Document management and GDPR
* Stakeholder and change Management
* Dependency management
* Project planning (Collaborative)
* Project budget management (Cost / Benefits)
 | * Programme, project and change management
* Building relationships
* Coaching and motivating
* Communication and engagement skills
* Ability to influence without authority
* Self-motivated and autonomous
* Excellent IT skills and attention to detail
* Good written and presentation skills
* Highly organised and self-motivated
* Professional awareness / empathy
* Energetic, enthusiastic, and proactive
* Ability to prioritise work and meet deadlines
* Forming and leading teams
* Able to work autonomously
* Role model and apply the NHSPS values and behaviours
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| **Knowledge** | **Qualifications** |
| * Project management methods
* Change management methods
* Budget management
* Benefits management
* Organisational governance
* Project controls
* Project reporting
* Stakeholder management
* Document management and GDPR
 | * Educated to degree level and/or equivalent level of extensive experience working in specialist area

Desirable or working towards:* APM® - (PMF/PMQ) / Prince2 / Agile and or other project management accreditations
* APMG® - Change Management Foundation and Practitioner
* Prosci® - Change Management Practitioner
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| **Other information** (travel, hours) |
| * Permanent / Full time
* Potential travel to different Hubs around England
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