**Role Description & Person Profile**

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| **Job Title** | PMO Lead |
| **Business** | Central – Enterprise ERP |
| **Location** | Peterborough |
| **Job Level** | 12 |
| **Team Structure**  Reports to and direct reports | Reporting to the Enterprise Programme Director, working alongside the project manager, change lead & GPOs |
| **Budget Responsibility** | N/A |

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| **Role Overview**  Impact Statement | Balancing multiple projects is becoming increasingly important as organisations recognise its value in a competitive landscape.  The PMO plays a key role in the management of projects from a strategic level. Unlike project management, which focuses on the day-to-day activities within a project team, the PMO acts as a framework for project managers, providing PMO methodologies and templates for managing programs within an organization. It controls the project management resources needed to maintain and deploy projects. It also assists with specific PMO tools such as Smartsheet, Pert, and Gantt charts that will provide guidance and support to the teams on how to manage projects.  The role will primarily support the Enterprise ERP deployment in the organisation. It is also responsible for establishing and running the Project Management Office with the objective of ensuring all projects are delivered using a ‘best-practice’ Project Delivery Approach and are delivered within the agreed scope, time, cost and quality. |
| **Key Responsibilities** | * Oversee the Enterprise Programme deliverables, providing expert knowledge and support and monitoring progress and reporting on the programme status. * Maintain the project finances ensuring any capex spend is raised through the approval process. * Develop and introduce on-going iteration of the organisation’s project delivery methodology supporting GPOs in developing project artifacts & collateral * Provide strong leadership to promote best practices in managing interrelated projects to ensure successful delivery. * Ensure project resources have the correct toolsets and processes in place and that all relevant staff are trained and equipped to deliver successfully. * Provide structure to deliver training to project colleagues * Provide an analyst service assisting where gaps and constraints appear |
| **Key Stakeholders** | * ERP Programme Director * Change Lead * Project Managers * GPOs |
| **Other Factors**  Travel, shift pattern, working hours, Licence type etc. | International travel as needed including overnight stays. |

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| **Required experience, qualifications, and necessary knowledge** | |
| **Essential** | **Desirable** |
| * Advanced project or programme management and excellent organisational skills * Ability to liaise with people at all levels of the organisation * Strong analytical & analysis skills | * Experience in an international and/or devolved organisational model is desirable |

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| **Key Behaviours** | * Customer Focused, * Cross functional relationship * Ability to challenge and promote change * Resilience * Strong interpersonal, time management and problem solving skills * Ability to be flexible by adapting quickly to changing priorities * Highly motivated self-starter able to work with minimal supervision and direction |
| **AB Agri High Performance Framework** | Our high-performance framework is a set of guiding behaviours which have been created with people from across our businesses to enable great performance across the organisation. The focus is on what you can do to demonstrate high performance in your role, as well as the behavioural inputs to assist you getting there.   * Pioneering – Curious, spirited and bold. We lead the right way. * Excellence – We seek excellence in all that we do. * Growth – We create ways for our people and customers to thrive. That’s how we keep making a difference. |