

ROLE PROFILE

Job: Transformation PMO Assistant	Reports to: Transformation PMO Manager	Tier: 5R
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Job Purpose: To support the needs of the PMO team. To provide co-ordination to the set of projects in a programme that share a common objective; ensuring effective tracking, reporting and control.	Key Competencies: <ul style="list-style-type: none"> • Flexibility and Resilience • Results Focus • Building relationships • Meeting customer needs
Key Responsibilities: <ul style="list-style-type: none"> • Support the PMO Manager and team in the management of the programme. • Maintain benefits tracking, risk and issue logs, status report consolidation and other key PMO deliverables. • Support the co-ordination of scope, objectives, plans, dependencies, resources, risks and issues across the programme • Assist and administrate individual project authorisation, approval gates and initiation activities • Assist in the management of the change control process • Assist individual project managers in the YHG methodology and PM/PMO processes • Help facilitate the effective flow of information within the programme and between: Client departments, Senior management, Other key stakeholders • Responsible for proactively building and maintaining relationships with stakeholders and managers across the business, and the team (working with the PMO lead) 	

- Administrates reviews and checkpoints for projects

Essential

Desirable

Knowledge skills & experience	<ul style="list-style-type: none"> • Basic project management know how • Basic knowledge of project lifecycle and has experienced how project teams work • Experience of budget administration • Has a strong team ethos and desire to deliver • Comfortable at medium levels with good communication skills • Good stakeholder management and influencing skills • Good planning, coordinating and organising skills • Good skills with MS Office, especially Excel • 	<ul style="list-style-type: none"> • Able to lead an analytical approach with good problem solving skills • Able to inspire others to achieve goals through personal enthusiasm and commitment and by providing on the job support
Specific Role Accountabilities for People, Finance and Policy (ie accountability for managing a team/ budgets etc)	N/A	
Key Relationships (internal/external)	Transformation Delivery Lead Project Managers Transformation Programme Manager and Sponsor	



Qualifications		Project Management certification
<p>Safeguarding of Children Young people and Vulnerable Adults</p> <p>Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.</p>		