

PMO Manager Job Description

Department / team	Operations
Location	FIGO House, Waterloo Court, 10 Theed Street, London, UK
Main purpose of job	The PMO Manager is responsible for designing and managing the framework within which projects are created, delivered and managed to support strategic decision making; as well as enabling the successful delivery of programmes and projects. They will be responsible for monitoring and supporting effective processes, governance and good practice. Sitting in Operations, they will be a centre of excellence for project management and governance across all functions ensuring consistency and continuous improvement.
Reporting to	Chief Operating Officer
Budget responsibility	To support the delivery of specific lines.
Organisational relationships	CEO, Senior Project Managers, Head of Finance, Head of Communications, Membership and Education, Head of Publishing and Committees
Hours / tenure	37.5 hours per week excluding lunch breaks.
Job context	<p>The International Federation of Gynecology and Obstetrics (FIGO) is the world's largest alliance of national societies of obstetrics and gynaecology, bringing together professionals from more than 130 countries and territories. For over 65 years, FIGO has collaborated with the world's top health, rights and donor bodies. We are in official relations with the World Health Organization (WHO) and consultative status with the United Nations (UN).</p> <p>FIGO is dedicated to the improvement of the health and rights of women and girls and to the reduction of disparities in health care, as well as to advancing the science and practice of obstetrics and gynaecology. We pursue our mission through education, research implementation, advocacy and capacity building with our member societies.</p>

Specific responsibilities	Project Management Framework Implementation
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	<ul style="list-style-type: none"> • Design and implement an organisational wide project management framework that supports the successful delivery of both grant funded programmes and projects as well as ensuring consistency for internal projects (including technical and non-technical organisational improvement activities) • Review existing resources and create a toolkit of templates to include business cases (including benefits realisation), project budgets, Project Initiation Documents (PID), project plans and stakeholder mapping. • Develop an organisational wide model for project reporting allowing the Executive and Senior Leadership Team to have access to timely, accurate and consistent data relating to grant funded and internal projects. • Work with finance to ensure consistent templates and processes for management accounts, budget development and financial reporting • Develop a consistent organisation wide approach to risk management and reporting. • Standardise and implement good practice across all aspects of FIGO project delivery. • Develop and deliver project related training to FIGO staff. • Support the COO in the development of maintenance of an effective risk management framework including the corporate risk register, reporting and risk mitigation planning and delivery. <p>Governance and Decision Making</p> <ul style="list-style-type: none"> • Support the establishment of clear governance structures and decision making processes. • Work with internal stakeholders to improve internal meeting structures, information flows and effective governance. <p>Operational Improvement</p> <ul style="list-style-type: none"> • Work across departments to optimise organisational change and reporting. • Work with systems owners to optimise system performance, integration and reporting
<p>Generic responsibilities</p>	<ul style="list-style-type: none"> • To adhere to and comply with FIGO Policies and Procedures. • To contribute to the work of the department and/or team and FIGO. • To travel to / attend international meetings and events (and represent FIGO at external meetings and events if required). • The above list of responsibilities does not define or limit the work which you are employed to do and you may be required to do any work within your capability which FIGO requires of you from time to

	time.
<p>N.B. This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the job holder.</p>	

PMO Manager Person Specification

General and professional education
<p>Desirable</p> <ul style="list-style-type: none"> • Degree-level qualification (or equivalent work experience in a related area).
Knowledge and experience
<p>Essential</p> <ul style="list-style-type: none"> • Professional project management qualification • At least 3 years' proven experience in successfully managing complex projects and delivering operational efficiencies. • Demonstrable experience of designing, implementing and monitoring project governance and PMO processes and controls. • Demonstrable experience in change management. • Demonstrable experience in the delivery of best practice corporate risk management frameworks. • Experience resolving complex organisational challenges • Experience building strong stakeholder relations, promoting ideas and influencing decision makers • Demonstrable experience of fostering and leading a culture of continuous improvement.
Skills, abilities and attributes
<p>Essential</p> <ul style="list-style-type: none"> • Self-motivated, flexible and a creative problem solver. • Capable multi-tasker and excellent time management skills. • Excellent attention to detail. • Excellent writing, interpersonal and communications skills. • Collaborative approach with relationship building skills. • Ability to work within a small team. • Compassionate to issues pertaining to women's health, rights and gender equality. • Professional manner and approach to work. • Personal values that align with FIGO's mission and vision. • Excellent IT skills with confident use of MS Office (Excel, Word, PowerPoint and Outlook).

- Confident in use of virtual meeting software e.g. Zoom Webinar, MS Teams.

Desirable

- Proficiency in French or Spanish could be an advantage.