



Job Description

Project Management Office (PMO) - Specialist

June 2026

Position Title and Post Number	Project Management Office (PMO) - Specialist *
Department	Strategy, Performance and Change
Band	OneTeam – Band 9 - £45,091-£49,283 (pay award pending)
Location	The span of work for this role covers both Rochford District Council and Brentwood Borough Council.
Reporting to	Corporate Manager – Transformation, Policy, Performance and Funding
Responsible for	Project Assurance and Team Support Officer
Work location and arrangements	The span of work for this role covers both Rochford District Council and Brentwood Borough Council. Hot desking or Agile working

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience, and projects for the overall benefit of both councils, developing unified ways of working including common policy and processes.

This post will be required to work at both councils’ premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the councils’ premises as required to meet the needs of the service.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm, or exploitation.

MAIN PURPOSE

Working across two organisations the postholder will support the Corporate Manager: Transformation, Policy, Performance and Funding to:

1. Develop and deliver an effective Project Management Office function.
2. Embed a culture of consistent and effective practices across programme and projects.
3. Be a source of organisational expertise providing both technical and practical advice in a project and programme environment.
4. To shape and strengthen programme and project management across the organisations through the provision of effective process, tools and methods

MAIN RESPONSIBILITIES

1. To support the development, management and effective operation of the Project Management Office (PMO) function to deliver a standardised approach to programme and project management across the council(s).
2. Develop and maintain the corporate project management framework to ensure it is user focused and supports successful project oversight and delivery, thereby enabling effective and timely decision making and action by project sponsors and senior leaders
3. To ensure and maintain appropriate governance, reporting and planning is in place, embedding project management methodologies, tools and processes to assist effective project delivery within cost, quality and timescale objectives.
4. Working alongside services, identify the needs, options and benefits of changes to services, business processes and technology change to ensure projects are scoped accurately.
5. Facilitate an organisational community/forum for project professionals/project managers to build skills and share learning.
6. Develop guidance and deliver coaching and formal training to embed adherence to the councils' project management framework, ensuring training is tailored to organisational processes and procedures.
7. To support, upskill and coach Project Sponsors and Project Managers to fulfil their roles and responsibilities effectively.
8. Provide support and guidance on programme and project management processes, procedures, tools and techniques via relevant channels
9. To engage and manage relationships with a range of stakeholders including staff, senior Officers, Members of the Council, representatives from partner organisations, suppliers and contractors.
10. Promote a culture of continuous improvement and development to drive PMO maturity thereby enhancing the organisations' ability to proficiently execute projects and programmes.
11. To source and deploy project management resource on behalf of council services in accordance with the needs and requirements of individual projects, ensuring adherence to corporate standards and governance.
12. Help inform decisions on resource allocation to maximise strategic impact

13. Work collaboratively with officers and Members to ensure their actions are timely, properly co-ordinated and in accordance with agreed plans and deadlines, offering constructive challenge where appropriate.
14. To undertake financial appraisals and critical analysis that leads to the development of high-quality business cases and/or Project Proposal Forms.
15. To lead, develop and maintain an effective benefits management framework including monitoring of realisation to enhance corporate governance processes and reporting ensuring benefits of projects/programmes are defined, measured and learning points shared.

GENERAL

16. To create and maintain close working links with internal and external partners, and other stakeholders, as required.
17. To translate and effectively present complex information to a range of non-technical people which engages the audience and clearly communicates key issues.
18. To line manage staff in accordance with the service structure providing advice, guidance and coordination of their work and checking their work for quality.
19. To deputise for the Corporate Manager: Transformation, Policy, Performance and Funding, as required.
20. To undertake any other duties which may reasonably be within the competence of the post holder.

The above duties and responsibilities give a broad outline of the functions of the post. However, by necessity, these duties must be approached in a flexible manner to accommodate the changing needs and demands of the service provide by OneTeam at Brentwood Borough Council and Rochford District Council. The post holder will be expected to adapt to changing circumstances and therefore the outline of duties may change from time to time.

Corporate responsibilities

All roles will be required to work at both councils' premises at Rochford District Council and Brentwood Borough Council. You may reasonably be required to work at any other of the councils' premises as required to meet the needs of the service.

The post holder will be expected to follow the councils' policies and procedures and act in a flexible, cooperative and professional manner at all times, assisting colleagues to maintain an efficient and efficient service delivered economically. The post holder will also be expected to operate within corporate standards of performance and security. In addition, the post holder will be expected to contribute to the general tidiness and housekeeping and ensure a safe working environment is maintained.

To observe all the requirements of Safeguarding and to report any potential Safeguarding concerns in accordance with the councils' Safeguarding Policy.

Ensuring that all data and sensitive information collected by the service meets the requirements set out in the councils' policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable

To comply with all appropriate legislation and council policies including the Officers' Code of Conduct, Health, and Safety at Work, etc. Act 1974 and the Council's Health and Safety Policy and procedures.

To support the councils' Equalities & Diversity and Inclusion Policies.

All staff may on occasions be required to support the councils to deal with emergency situations affecting the community we serve. In the event of such an emergency or, of a rehearsal for such an event, the Postholder may be required to attend at times and at locations outside of the norm for the post and to adopt the duties directed by the Officer in Charge for the duration of the emergency situation.

Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".

Review

The duties and responsibilities of this post may vary from time to time according to the changing requirements of the Council. The job description may be reviewed at the discretion of the Director in the light of those changing requirements and in consultation with the postholder. In any event, the Head of Paid Service reserves the right to review and amend the job description.

PERSON SPECIFICATION

Position Title:	PMO – Specialist	Date Prepared:	June 2026
Team	Strategy, Performance and Change	Band:	OneTeam – Band 9 - £45,091-£49,283 (pay award pending)
AF= Application Form		I = Interview	T= Test

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE AND KNOWLEDGE	✓	✓	AF/I/T
1.1	Experience of operating and leading in a strategic environment, with a focus on programme/project management and change management.	✓		AF/I/T
1.2	Significant experience in implementing project management methodologies, processes and training within a complex work environment	✓		AF/I/T
1.3	Proven track record of project management including planning, executing, controlling and closing projects and the ability to manage multiple projects simultaneously	✓		AF/I/T
1.4	Experience of managing the complete lifecycle of a project	✓		AF/I/T
1.5	Experience of managing and delivering benefits realisation	✓		AF/I/T
1.6	Experience and ability to analyse data to produce reports that recommend or enable better informed decision making	✓		AF/I/T
1.7	Proficient knowledge and skill in the use and application of Microsoft Office products	✓		AF/I/T
1.8	Excellent understanding & awareness of latest local government thinking, workings of local government and the wider public sector	✓		AF/I/T
2.	SKILLS AND ABILITIES			
2.1	Proven analytical and information management skills, problem solving, ability to break down tasks and plan to completion.	✓		AF/I/T
2.2	Skilled report writer	✓		AF/I/T
2.3	Ability to self-motivate, plan and prioritise to meet a variety of targets whilst often liaising with a wide variety of stakeholders	✓		AF/I/T
2.4	Energy and drive to deliver collaborative change through strong working relationships	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
2.5	Demonstrable skills in creating, controlling and maintaining project and programme plans including risks, issues, actions and dependencies	✓		AF/I/T
2.6	Excellent communication skills, both written and oral, including the capacity to confidently contribute to debate and influence others, as necessary.	✓		AF/I/T
2.7	Power BI, dashboard development and data visualisation experience		✓	AF/I
2.8	Ability to work on own initiative, under pressure and without direct supervision to meet team priorities	✓		AF/I/T
2.9	Strong analytical skills and a pro-active approach to problem solving.			AF/I/T
3.	EDUCATION AND TRAINING			
3.1	Qualified to degree level or equivalent experience	✓		AF/I
3.2	Project Management qualification or equivalent experience	✓		AF/I
3.3	Evidence of continuous professional development or a willingness to undertaken training, as required	✓		AF/I
4.	OTHER			
4.1	A flexible working approach to attend both organisations in person, as and when required.	✓		I
4.2	Adhere to the councils' values and behaviours.	✓		I
4.3	Commitment to maximising potential and continuous improvement of self and of service.	✓		I
4.4	Able to work evenings and/or weekends when required to support service delivery.	✓		AF/I