

Role profile

Position	Project Management Office (PMO) Lead (Electrification Programme)
Department	Project Management Office
Location	O'Connell Street
Reports to	Electrification Programme Manager Head of Project Management Office

Role and Purpose

- Supports the programme manager across the electrification programme
- Ensures key project documentation is produced and maintained to a high standard
- Supports programme workstream leads, coordinating their activities to enable timely and accurate communication of information between key programme stakeholders.
- Supports other programmes or projects to meet the needs of the Dublin Bus project portfolio.
- Comply with all relevant Data Protection legislation
- Comply with all Quality, Environmental, Energy, Sustainability, Health and Safety policies and procedures
- Foster good relationships with employees and relevant personnel in own area of responsibility, with Trade Unions, other departments of Dublin Bus and CIÉ Group of Companies and with relevant external agencies and stakeholders

Working relationships with

Project Management Office
Programme Manager
Programme Workstream Leads & Team members
Finance Teams
National Transport Authority (NTA)
Other external stakeholders and agencies
CIE Group of Companies
All Dublin Bus departments

Summary areas of responsibility

Project Management Support

- Support the programme manager and workstream leads by developing and maintaining of the detailed programme plan, and monitoring of individual workstream plans, ensuring that the plan is kept accurate and up to date throughout the programme to ensure it is a useful asset
- Maintain key project documents such as risk, issue, dependency and assumption registers – and follow up to ensure that agreed mitigation actions are being tracked and progressed
- Manage Programme risks and issues tracking risk mitigation actions on a consistent basis and flagging any changes in risk profile to the programme manager
- Understanding programme timelines to ensure that relevant workstreams are aware of inputs into delivery dates and that all relevant stakeholders are involved in this process
- Prepare documentation to adhere to NTA approval processes at project gateways (as defined by the NTA project approval guidelines)
- Prepare regular project reports and inputs into weekly and monthly forums within Dublin Bus and with the National Transport Authority (NTA) - to cover project milestones, deliverables, dependencies, risks and issues and spend versus budget
- Maintain project action logs and proactively track progress on completion of actions
- Deliver and report on programmes and projects according to Dublin Bus standards and procedures

Finance

- Work with finance to track the detailed project spend against budget and provide backup materials to satisfy audit requirements
- Highlights deviations from the budget to key stakeholders in a timely fashion

Communication

- Updates programme sponsor, PMO portfolio team and NTA stakeholders on a regular basis
- Communicates effectively with workstream owners and their teams to ensure they are on track with their plans, including mitigation actions for risks and issues
- Builds relationships over time with stakeholders and team members at all levels of the organisation
- Builds a clear understanding of ownership for relevant areas of work so that queries are raised to the relevant stakeholders in a timely manner
- Proactive and tenacious approach to communications in order to obtain information required for the programme manager to deliver the programme successfully
- Develops clear, precise and succinct written communication and documentation / reports
- Provides up-to-date progress on the overall project to internal/external stakeholders

General

- Other duties applicable to position as agreed

Competencies

The following competencies represent the sets of knowledge, skills and abilities required for the position.

Impactful Communication: The ability to engage and influence others to achieve positive outcomes

- Is able to articulate clear expectations and required standards in a positive, constructive manner
- Actively engages and inspires others across the organisation, creating a shared sense of purpose for delivering the programme of work
- Ability to structure and develop clear, concise and accurate reports as required.

Personal Effectiveness: Getting the best return on your potential

- Sense of determination to achieve a goal or task – ability to keep moving forward if problems are encountered
- Prioritises effectively and demonstrates disciplined time management and attention to detail
- Makes maximum use of meetings – is prepared and present with a clear agenda and follow-up actions

Drive for Results / Tenacity: The focus and desire to meet and exceed stretching objectives

- Has absolute clarity about their role, the role of the team and expected deliverables
- Sets comprehensive interim objectives and identify tasks / sub tasks, priorities and timelines. Identifies all resources needed to complete tasks
- Uses a systematic approach to monitor progress on goals. Confirm that agreed actions have been taken using a range of techniques such as follow up dates. Work with others to review progress, identify and eliminate obstacles to ensure progress to plan

Creative Problem Solving: The ability to generate innovative solutions to business challenges

- Critically analyses conflicting or ambiguous information to gain clarity and focus around the salient issues
- Communicates ambiguous or conflicting information or data in a clear and incisive manner to engage others in the problem-solving process

The ideal candidate will meet the following requirements:

- Bachelor's degree level qualification in a relevant discipline or equivalent relevant experience
- Project management qualification – foundation level or above
- 5+ years' experience working in project environments, supporting project management processes
- 3+ years' experience in a PMO Lead role
- Thorough understanding of best project practices around planning and schedule, risk, scope and budget management
- Very strong attention to detail
- Experience using project management tools to develop schedules
- Experience in mapping of processes
- Experience working across multiple workstreams and projects
- Strong working knowledge of office 365 suite, in particular SharePoint Online, Microsoft Teams and Microsoft Office

- Brings a highly structured approach to their work, while maintaining flexibility/agility to changing priorities