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| Date | November 2018 |
| Position Title | Internal Programme Manager (PMO) |
| Location | Dublin |
| Position Description | <p>We are looking for someone that has established a PMO for a very busy Delivery Management Team</p> <p>The role will require excellent leadership abilities and very strong stakeholder management as this role is very high profile within the organisation.</p> |
| Responsibilities | <p><i>Responsibilities</i></p> <ul style="list-style-type: none"> • Liaising with Project Managers to report Key Performance Indicators (KPI) for all Client projects • Review, enhance and optimise KPI tracking methodologies to ensure efficiency and accuracy. • Build up a repository of project templates to ensure best practice. Continue to improve the processes and templates throughout the project lifecycle. • Produce portfolio KPI reports for Management on a weekly and monthly basis. • Manage, improve and optimise the Delivery Management resources, budget and capacity planning process. • Working with the COO and Sales Director in prioritising project delivery schedules. Agreeing and communicating start and estimated close dates for existing and new client projects. • Monitor projects to ensure agreed project management methodologies and standards are used consistently. • Support Project Managers in tracking and reporting at a project level. • Coordinate with software development and project teams to implement improvements in the process and toolsets <p><i>Tools</i></p> <ul style="list-style-type: none"> • Design, implementation and use of installation/project delivery tools (e.g. Ansible) • Design, implementation and use of management/process tools (e.g. Trello/ JIRA) • Design, implementation and use of reporting tools <p><i>Reporting</i></p> <ul style="list-style-type: none"> • Directly reporting to the COO |
| Experience Required | <ul style="list-style-type: none"> • Proven experience (3-5 years)in running a PMO |

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| | <ul style="list-style-type: none">• Project Management Qualification eg PMP, Prince• Telco background an advantage• Experience in a DevOps environment a strong advantage• Multi –tasker• Creative Problem Solving abilities• Self Starter with the ability to work pro–actively• Responsible and dependable• Excellent team player• Excellent attention to detail• Excellent interpersonal skills• Strong English written and oral communication skills |
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