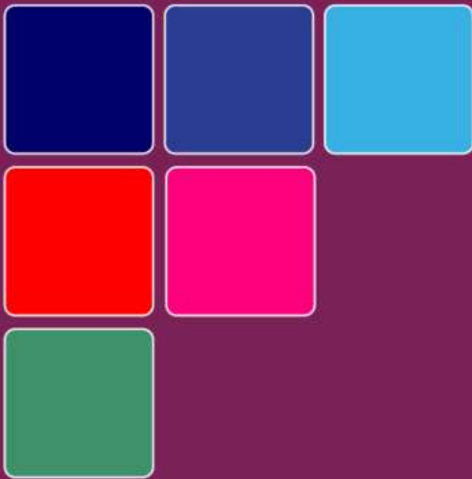


Corporate Programme Management Office (PMO) Lead



DMBC Operating Model 2024 - Vision:

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.

Case for Change July 2024

Our Values:

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.

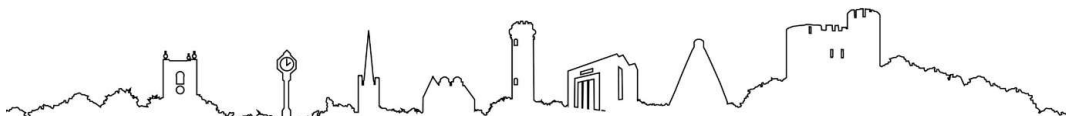


...we will be one council, building an effective and dynamic organisation

Our Change & Improvement Team:

Play a pivotal role in Dudley Council's comprehensive recovery and transformation programme bringing distinct skills and drive that supports our business, our workforce, and our residents.

Support the organisation to deliver for Dudley modelling a responsive, resident focused approach and operate as 'one council'.



Job title: Corporate Programme Management Office (PMO) Lead

Grade/Salary: 15 - £67,204 - £74,262

Reports to: Corporate Change & Improvement Manager

Post Number: TBC

Purpose:

The Corporate PMO Lead provides strategic leadership and oversight of the Council's Project Management Office (PMO), ensuring the effective delivery of all projects within the corporate portfolio.

This includes capital programmes, all improvement initiatives, readiness for key inspections, core business process enhancements, and cultural transformation projects.

The role drives alignment with the Council's strategic objectives, promotes accountability, and ensures transparency across all programme and project activity.

Key responsibilities:

Strategic Oversight:

Lead the PMO function to deliver a cohesive, high-performing corporate project portfolio aligned with Council priorities and goals.

Governance & Methodology:

Develop and embed PMO strategy, governance frameworks, and standardised methodologies (e.g., PRINCE2, Agile, PMP) to ensure consistency, best practice and focussed on ease of use and transparency across all programmes.

Portfolio Management:

Oversee all projects within the corporate portfolio, ensuring compliance with governance standards, budgetary controls, and risk management processes.

Performance Reporting:

Produce accurate, timely reports and dashboards for senior leadership and stakeholders, highlighting progress, risks, and benefits realisation.

Leadership & Capability Building:

Manage and mentor PMO professionals, fostering a culture of excellence, continuous improvement, and accountability.

Stakeholder Engagement:



Work collaboratively with senior leaders to resolve delivery challenges and ensure projects achieve intended outcomes.

Transformation Advocacy:

Champion and support organisational change and cultural transformation initiatives, acting as a key advocate for improvement across the Council.

Compliance & Assurance:

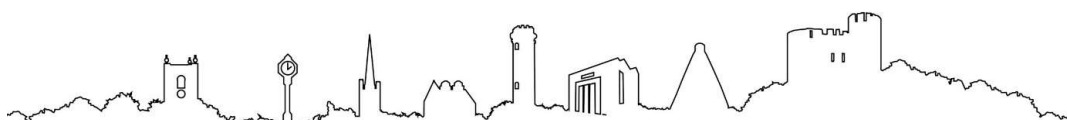
Ensure adherence to health and safety policies and legal obligations under the Health and Safety at Work Act 1974 (or relevant local legislation) including Monitoring compliance with legislation, internal policies, and industry standards.

Special conditions:

This post may be subject to the DBS checking process.

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have business use car insurance and a valid MOT certificate (for cars over 3 years old).

Prepared by Chief Executive
Date 12th December 2025



Person specification - Essential criteria:

Qualifications and experience		Assessed at Application	Assessed at Interview
1.	Degree-level education or equivalent experience, with evidence of continuous professional development.	X	
2.	Extensive experience in leading enterprise-level PMO functions and managing large-scale, cross-functional programmes, ideally within the public sector.	X	X
3.	Proven track record of delivering complex projects aligned to strategic objectives.	X	X
4.	Strong understanding of governance, risk management, resource allocation, and benefits realisation.	X	X
5.	Demonstrated ability to lead through organisational change and transformation.	X	X
6.	Professional certification in project/programme management (e.g., PMP, PRINCE2, MSP) preferred.	X	
Skills and abilities			
7.	Exceptional leadership and operational management skills, with experience in building high-performing PMO teams.	X	X
8.	Ability to engage and influence senior stakeholders, providing clear direction and assurance.	X	X
9.	Politically astute, with strong relationship management and negotiation skills.	X	X
10.	Excellent communication and interpersonal skills, adaptable to diverse audiences.	X	X
11.	Strategic thinker with strong analytical and problem-solving capabilities	X	X
12.	Resilient, flexible, and able to manage multiple priorities in a dynamic environment.	X	X
13.	Commitment to public service values, equality, diversity, and inclusion.	X	X
14.	High integrity, accountability, and ability to model organisational standards and behaviours.	X	X

