

JOB DESCRIPTION

Job Title	PMO Lead
Job Holder	Vacant
Reports To	VP Global Business Change
Location	Global role, with international travel (first 12 months based in Billingham, thereafter, location can be any FDB site)
Date	January 2019
Grade	TBC

JOB PURPOSE

Initially the Jobholder will work closely with the VP Global Business Change establishing the FDB Enterprise Project Management Office (ePMO) and thereafter leading its day to day operation.

The ePMO has been identified by the Executive Leadership team (ELT) as a necessary foundation for the delivery of the high volume of significant capital and multi-site change projects required in the FDB Mid Term Plan and Long Term Plan.

Through the ePMO, the jobholder will be responsible for standardizing FDB Project Management systems, training project managers and conducting resource analysis, thereby providing a framework that will support all stakeholders and project teams in increasing project delivery success.

DIMENSIONS

Turnover	The proposed ePMO success will be fundamental in securing the improvements required in efficiency and processes of working to grow sustainably the business as per the long term plan of FDB to achieve \$1b sales in 2023. Revenue costs associated with set up of ePMO through the period 2018 – 2020 are anticipated to be \$3m. This budget is managed by the VP Global Change.
Site Numbers	1300 across 3 sites
No of staff reporting to individual	Once the ePMO is established, the job holder will have indirect line management responsibility for a small group (5-6) of project staff operating across FDB sites.
Forward work plan	Up to 36 months

PRINCIPAL ACCOUNTABILITIES

- Implementation and execution of the ePMO, by helping establish a clear vision with delivery route map including interim milestones and long term measures of success / key performance indicators
- Standardising Project Management systems and processes - Creating new/ Improving current processes and coordinate organizational procedures for optimized efficiency and productivity
- Developing the ePMO tools and resources to adaptably manage a portfolio of transformational projects with predictable consistency, efficiency, and success
- Defining the appropriate standards of governance and ownership of the project delivery lifecycles
- Developing systems for project selection and prioritisation
- Providing training in the FDB tool set to project managers to ensure standards are maintained at all times

- Represent VP Global Business Change to the rest of the organisation in establishing the credibility and deliverability of the ePMO

COMPETENCIES

Competency	Demonstrated Behaviours
Thoroughness	<ul style="list-style-type: none"> • Takes action to tie up loose ends. • Checks to ensure data is accurate and sustainable. • Makes sure all necessary tasks have been completed. • Takes care of both small and large aspects of a task.
Rational Persuasion	<ul style="list-style-type: none"> • Draws on reason and logic in making a case. • Uses cost benefit arguments in order to influence. • Presents arguments based on factual information. • Refers others to source data when debating contentious issues. • Focuses on the problem rather than the person in a debate.
Concern For Impact	<ul style="list-style-type: none"> • Effectively communicates in order to influence. • Considers in advance the impact of actions on others and adjusts actions in order to influence. • Maintains people's self-esteem in situations of criticism, disagreement, or discipline.
Efficiency Orientation	<ul style="list-style-type: none"> • Actively seeks ways of improving current methods, systems, processes and structures. • Finds ways to use time and resources more cost effectively. • Points out redundant or unnecessary steps in methods or procedures. • Actively reviews schedules to avoid unnecessary 'overruns'.
Concern for Standards	<ul style="list-style-type: none"> • Explicitly defines consequences of not achieving standards. • Works to meet standards of excellence. • Takes action to ensure consistent application of procedures/systems.

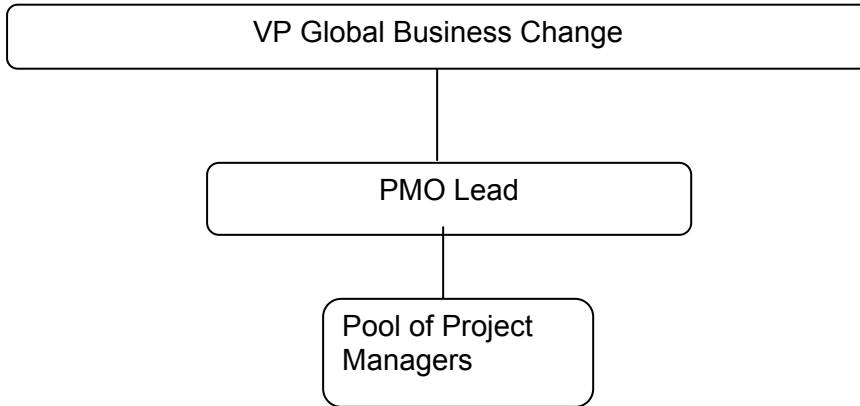
Special Features –

The ideal candidate will possess excellent influencing skills and have demonstrable experience in realising and driving forward a cohesive programme of work, with the ability to resolve inter-dependencies across the company. The job holder is expected to have experience of successfully leading multi-stream or multi-site projects, delivering coherent, workable and 'bought in to' solutions. The jobholder will also be a highly effective and experienced communicator capable of representing the PMO both internally and externally. The successful candidate will be meticulous, process-driven and have first class organisational and experience of relevant project management software applications is desirable.

Location of work: Initially for the design and implementation period (expected to be up to 12 months) the Job Holder will need to co-locate in Billingham with the VP GBC. A temporary re-location package is available for this period. After this initial period the job can be at any of the FDB locations.

ORGANOGRAM

The below organogram will develop and change as the PMO is implemented.



Signatures

Job Holder: Date:

Manager: Date: