



Ministry
of Justice



Directorate: MoJ Project Delivery Function

Job Title: Head of PMO (Project / Programme Management Office)

Pay Span or equivalent: Band B, SEO

The Ministry of Justice (MoJ) priorities include improving public safety and reducing reoffending by reforming prisons, probation and youth justice, and building a justice system which makes access to justice swifter and more certain for all citizens whatever their background. Project professionals in the MoJ help to improve the government's ability to protect the public and reduce reoffending, and to provide a more effective, transparent and responsive criminal justice system for victims and the public. PMO's in the MoJ are central to the delivery of the Secretary of State's priorities. These opportunities provide a unique chance to be at the forefront of leading and implementing significant projects across the MoJ.

As Head of PMO, you will define and maintain the standards for project management within your team. This includes the implementation and sharing of best practice as well as the development and application of project procedures, tools and techniques. You will provide guidance, support and insight on the project, and acts as a source of project information and metrics. You will have effective leadership, interpersonal and communication skills. Successful candidates are expected to commit to the role for a minimum of 18 months.

MoJ expects its leaders to show openness, honesty and commitment, and, of course, to deliver results.

Key responsibilities of the role

- **Delivery & Leadership** – Lead the PMO to support the project in the delivery of Business Case benefits and outcomes.
- **Business Case** – Support the Project Manager in the development of Business Case with input from specialists as necessary.
- **Budget** – Develop and agree budgets for projects and/or programmes and forecast actual costs against them.
- **Resources** – Manage the PMO team and support the Project Manager in the identification, recruitment, development, deployment and reassignment of resources throughout the project lifecycle.
- **Stakeholder Management** – Advise the project team on appropriate tools and techniques for managing stakeholder relationships. Provide assurance to the project manager on the effectiveness of stakeholder management arrangements.

- **Risks & Issues** – Establish the project processes and standards for managing risks and issues. Provide assurance to the project manager on the effectiveness of Risk and Issue management arrangements.
- **Governance & Assurance** – Ensure appropriate governance is in place and arrange external reviews e.g. Gateway Reviews at appropriate points in the project lifecycle. Monitor the effectiveness of controls and ensure that recommendations from external reviews are acted upon.
- **Change Management** – Establish and implement protocols to change the scope of projects and/or programmes and update configuration documents as required.
- **Project Performance & Controls** – Establish and operate project controls on behalf of the project manager, reporting on project progress and status to appropriate bodies.
- **Guidance & Support** – Identify, develop and share best practice project management processes, tools and templates. Provides direction and guidance to the project team.

This is a permanent position with frequent weekly travel to other sites once COVID-19 restrictions are lifted

Location & Terms of appointment

This post is advertised nationally but frequent travel will be required once COVID-19 restrictions are lifted to locations where our Major Projects are based.

Base offices will be discussed if successful.

Below are our current MoJ HQ's:

Leeds HQ - 5 Wellington Place, Leeds, LS1 4AP.

London HQ - 10 South Colonnade, Canary Wharf, E14 4PU

Salary & Grade

Band B (SEO)

New entrants to the Civil Service will be expected to join on the minimum of the pay range and this is non-negotiable.

Existing Civil Servants will have their salary calculated in accordance with the Department's pay on transfer / pay on promotion rules.

Selection and Recruitment Process

Where high volumes of applications are received the initial sift will be completed against the lead competency. If your application progresses to a full sift, all

competencies will then be considered. Feedback is not available for those not invited to interview.

Merit List of successful candidates based on location will be retained after this campaign for 12 months.

Application Process

You will be required to complete an application form providing evidence of how you meet the Project Delivery Competencies as per the Project Delivery Capability Framework (PDCF) and provide a current CV.

Details on the PDCF can be found on the [Infrastructure and Projects Authority pages](#)

Successful candidates will then be invited for interview and the interviews will take place virtually via MS Teams, until current guidance for COVID 19 restrictions change.

The interview will consist of a variety Project Delivery technical and strength-based questions.

Project Delivery Competencies

You will be required to provide evidence of the following key competencies at the indicated level:

Competencies	Description	Level required
Project Delivery Profession – Technical Competencies		
Planning	Planning is the ability to define the fundamental components of a project in terms of its scope, deliverables, time scales, resource requirements and budget. It also includes the production of broader plans incorporating risk and quality to provide a consolidated overview of a project.	(W) Working knowledge and practical experience <ul style="list-style-type: none">You have a good understanding of this competenceYou have applied this independently in low complexity projects and/or under supervision in more complex projects.
Scheduling	The ability to develop, produce and maintain schedules for activities that take account of dependencies, resource requirements and constraints in order to enable the efficient realisation of benefits.	(W) Working knowledge and practical experience <ul style="list-style-type: none">You have a good understanding of this competenceYou have applied this independently in low complexity projects and/or under supervision in more complex projects.
Resource management	Resource Management is the ability to identify, profile and secure the resources required to deliver a project.	(W) Working knowledge and practical experience <ul style="list-style-type: none">You have a good understanding of this competenceYou have applied this independently in low complexity projects and/or under supervision in more complex projects.
Budgeting and cost management	Budgeting and Cost Management is the ability to estimate costs, produce a budget and control forecasts and actual spend against budget.	(W) Working knowledge and practical experience <ul style="list-style-type: none">You have a good understanding of this competenceYou have applied this independently in low complexity projects and/or under supervision in more complex projects.

Risk & issue management	Risk & Issue Management is the ability to systematically identify and monitor risks & issues, planning how to mitigate / respond to those risks and issues and implementing the responses.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects.
Quality Management	Quality management is the ability to plan, develop, maintain and apply quality management processes to ensure the adherence to those standards throughout the project delivery lifecycle.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects.
Business change and implementation	Business Change & Implementation is the ability to integrate the project outputs into 'business as usual' (BAU) ensuring that activities are planned and completed to enable the business to implement the change and realise the benefits.	(A) Basic knowledge and limited or no experience <ul style="list-style-type: none"> You understand how it can be applied. You can describe the benefits and importance. You may have applied it in a low complexity project under supervision or assisted others in delivering it.
Governance	Governance is the ability to clearly define roles, responsibilities and accountabilities and establish controls and approval routes appropriate to each stage of the project to monitor project progress and compliance.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects.
Frameworks & methodologies	Is the ability to identify and amend appropriate project frameworks and methodologies to enable a consistent and efficient approach to delivery at all stages of the project lifecycle.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects.

Stakeholder engagement	Stakeholder Engagement is the ability to systematically identify, analyse and communicate with stakeholders, using appropriate channels, to ensure all those impacted by the change are engaged, taking account of their levels of influence and particular interests.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects.
Assurance	Assurance is the ability to establish, plan and manage reviews at appropriate points during all stages of the project life cycle to provide evaluations of progress against time, cost, quality, compliance and ongoing viability.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects.
Change control	Change Control is the ability to establish protocols to manage and document all requests that alter the scope of a project. This includes, the capture, evaluation and approval or rejection of any requests.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects.
Business case development	Business Case Development is the ability to prepare, develop, commission and update business cases to justify the initiation and continuation of projects in terms of benefits, value for money and risk.	(A) Basic knowledge and limited or no experience <ul style="list-style-type: none"> You understand how it can be applied. You can describe the benefits and importance. You may have applied it in a low complexity project under supervision or assisted others in delivering it.
Asset allocation	The ability to recommend how financial and other resources should be allocated between projects in order to optimise the organisations return on investment (ROI). This includes the determination of which projects should be initiated continued or closed to best support the organisations strategic objectives.	(A) Basic knowledge and limited or no experience <ul style="list-style-type: none"> You understand how it can be applied. You can describe the benefits and importance. You may have applied it in a low complexity project under supervision or assisted others in delivering it.

Benefits management	Benefits Management is the ability to identify, quantify, map and track project benefits to justify investment in the project, and to provide assurance that the benefits identified can be realised.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects
Knowledge management	Knowledge Management is the ability identify, share and promote best practices and lessons learned to create a culture of learning and good practice that supports continuous improvement to optimise project delivery.	(A) Basic knowledge and limited or no experience <ul style="list-style-type: none"> You understand how it can be applied. You can describe the benefits and importance. You may have applied it in a low complexity project under supervision or assisted others in delivering it.
Project Delivery Profession – Behavioural/Leadership Competencies		
Visible leadership	The ability to engage, motivate and coach others. To act as a role model and inspire and empower others.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects
Credible action	The ability to promote the wider public good in all actions and to act in a morally, legally and socially appropriate manner at all times. Challenges unacceptable behaviour.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects
Working with ambiguity	The ability to work in an environment of uncertainty and continual change. Able to feel comfortable making decisions and setting direction without having the full picture and re-focus as details emerge. Can apply knowledge and techniques to reduce ambiguity.	(A) Basic knowledge and limited or no experience <ul style="list-style-type: none"> You understand how it can be applied. You can describe the benefits and importance. You may have applied it in a low complexity project under supervision or assisted others in delivering it.

Collaboration	The ability to establish and develop productive relationships with internal and external stakeholders, bringing people together to benefit the project.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects
Influencing	The ability to influence, change and impact decisions with both internal and external stakeholders.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects
Conflict resolution	The ability to recognize, anticipate and effectively deal with existing or potential conflicts at an individual, team or strategic level.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects
Inspiring others	The ability to create and present a compelling vision and set clear direction, that motivates others to work towards a common goal.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects
Resilience	The ability to adapt to changing circumstances and adverse situations whilst remaining calm, reassuring others and maintaining performance.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects

Innovation	The ability to think of, research and apply new ideas and ways of doing things. Encourages and supports innovations from others, is willing to experiment and follow ideas through to implementation.	(W) Working knowledge and practical experience <ul style="list-style-type: none"> You have a good understanding of this competence You have applied this independently in low complexity projects and/or under supervision in more complex projects
Culture change	The ability to plan, lead and effect positive cultural change, securing commitment and buy-in and promoting a positive long term vision. Recognizes when broader culture change is necessary to deliver a project.	(A) Basic knowledge and limited or no experience <ul style="list-style-type: none"> You understand how it can be applied. You can describe the benefits and importance. You may have applied it in a low complexity project under supervision or assisted others in delivering it.

Travel

Frequent travel to other sites is required for this post.

Flexible working options

MoJ offers a flexible working system in many of its offices.

Job Sharing and Reduced Hours

All applications for job sharing or reduced hours will be treated fairly and on a case by case basis in accordance with the MoJ's flexible working policy and equality policy.

Excess Fares and Relocation Allowances

This job is not eligible for relocation allowances but excess fares may be considered in accordance with MoJ's excess fares allowance policy.

MoJ offers a range of benefits

Annual Leave

Generous allowances for paid holiday starting at 23 days per year, and rising as your service increases. There is also a scheme to allow qualifying staff to buy or sell up to three days leave each year. Additional paid time off for public holidays and 2.5 privilege days. Leave for part-time and job share posts will be calculated on a pro-rata basis.

Pension

The Civil Service offers a choice of pension schemes, giving you the flexibility to choose the pension that suits you best.

Training

MoJ is committed to staff development and offers an extensive range of training and development opportunities. As a member of the MoJ Project Delivery Function you will also have unique access to the Government Project Delivery Online Skills Tool which will support the development of your skills and assist with your career progression aspirations.

Support

- A range of 'Family Friendly' policies such as opportunities to work reduced hours or job share.
- Access to flexible benefits such as salary sacrifice arrangements for childcare vouchers, and voluntary benefits such as retail vouchers and discounts on a range of goods and services.
- Paid paternity, adoption and maternity leave.
- Free annual sight tests for employees who use computer screens.