ROLE DESCRIPTION

Job Title	Lead Officer – PMO
Salary Band	SCP 44-50
Reporting to	Senior Assurance Contracts Manager
Directorate	Resources
Service Area and sub area	Digital & Transformation
Team	Delivery & Assurance
Political Restriction	N/A

1. Primary Purpose of the Post
The Lead Officer – PMO is responsible for managing a thematic portfolio of programmes and projects within the Liverpool City Region Combined Authority (LCRCA). Reporting to the Head of Portfolio Management Office and Assurance, the postholder ensures effective delivery, compliance, and reporting across the portfolio. This role leads a team of assurance and compliance specialists, supports strategic decision-making through robust reporting, and contributes to the continuous improvement of PMO tools and practices.
2. Your responsibilities
Portfolio & Stakeholder Management • Act as the main point of contact for an assigned portfolio of projects and programmes. • Build and maintain effective relationships with project sponsors, managers, contractors, and internal colleagues. • Provide senior management and the Executive Leadership Team with comprehensive reporting on portfolio, programme, and project progress, including clear articulation of issues, risks, dependencies, and the realisation of benefits and business change outcomes. • Represent the PMO at relevant working groups and cross-organisational forums. • Partner with enabling services (e.g. IT, Legal, Finance, Procurement) and delivery departments (e.g. Investment & Delivery, Place). • Engage with stakeholders across sectors including third sector, education, private sector, and local authorities. • Lead the forecasting and coordination of resources required to support internal delivery demands. Ensure resource allocation is aligned with prioritised demands, assessed against a standard set of criteria. • Oversee the management of a pipeline of projects within a portfolio, ensuring alignment with lifecycle stages and gateway processes.   **Compliance, Change Control & Governance**

- Ensure projects comply with statutory requirements such as Subsidy Control and GDPR.
- Manage the change control process in collaboration with project sponsors and managers.
- Monitor adherence to grant funding agreements and alignment with strategic objectives.
- Support verification visits, sample testing, and audits to ensure compliance with funding rules and regulations.

Reporting & Claims Management
- Lead the development and delivery of high-quality, accurate, and robust reports for internal and external audiences.
- Produce briefing notes and progress updates on projects and programmes.
- Ensure stakeholders are informed and empowered to engage with report content.
- Submit claims and returns to relevant funding bodies in a timely and accurate manner.
- Maintain cyclical reporting and claims submission schedules.

Risk & Issue Management
- Establish and maintain a risk register for the assigned portfolio, using it for escalation and oversight.
- Undertake proactive risk and issue management, identifying key risks and assessing mitigation strategies.
- Contribute to the wider portfolio risk register and trend analysis.
- Recommend and escalate appropriate actions to minimise risk to the organisation.

Team Culture & Performance
- Line manage assurance and compliance staff supporting the portfolio.
- Contribute to the development and achievement of KPIs for self and team.
- Foster a culture of continuous improvement and best practice.
- Ensure team members contribute to the production of high-quality reports and data.
- Where required, deputise for the Head of Portfolio Management Office and Assurance.
- Maintain and manage competency frameworks and lead the process that enables staff progression within the service.

PMO Development & Data Quality
- Contribute to the development and refinement of PMO tools, templates, processes, and procedures.
- Implement and champion best practice tools, governance frameworks, and visible management systems to support project and programme managers in effective delivery and oversight.

- Ensure consistency and quality of data and reporting across the portfolio.
- Collaborate with PMO Data Officers and the Data Systems & Information Manager to resolve data quality issues.
- Oversee the self-service portal and project management network. Act as the secretariat and champion for the project management community.

3. General Corporate Responsibilities

- Continuously demonstrating the behaviours of LCR First, Respect and Action Focused
- Managerial support of all direct reports and teams to ensure there is a robust process of performance management, collaborative working, reporting to targets and hitting deadlines.
- Regular dialogue and positive business relationship building with internal and external colleagues

4.   Recruitment Plan

Competency Based Interview
Assessment

PERSON SPECIFICATION

Job Title: Lead Officer - PMO

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
Relevant degree or equivalent professional experience in project, programme, or portfolio management within a complex organisational or funding environment.	**E**	A/I
Project Management qualifications such as APMQ, Prince 2, MoP, MSP, PMTI.	**E**	A/I

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
Proven experience managing a portfolio of projects or programmes within a complex organisational environment.	**E**	A/I
Strong understanding of project and programme governance, including change control and risk management.	**E**	A/I
Demonstrable experience in producing high-quality, accurate, and impactful reports for senior stakeholders.	**E**	A/I
Knowledge of statutory compliance requirements such as Subsidy Control and GDPR.	**E**	A/I
Experience working with external funding bodies, including submitting claims and supporting audits or verification processes.	**E**	A/I
Experience working within a public sector or combined authority environment.	**D**	A/I
Familiarity with grant funding agreements and benefit realisation frameworks.	**D**	A/I

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
Excellent stakeholder engagement and relationship-building skills across diverse sectors.	**E**	A/I
Strong analytical and problem-solving skills, particularly in risk and issue management.	**E**	A/I
Ability to manage and lead a team, ensuring delivery against KPIs and fostering continuous improvement.	**E**	A/I

	D	A/I
Proficiency in using project management tools, templates, and reporting systems.	D	A/I
Ability to interpret and present complex data clearly to varied audiences.	D	A/I

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of LCR Combined Authority	E	A/I
Quality, time management and organisational skills	E	A/I
A commitment to achieving Social Value across all areas of work	E	A/I
Knowledge of the key issues facing a City Region.	D	A/I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
An ability to demonstrate our core values, including a commitment to Equality, Diversity, and Inclusion	E	A/I
Experience of/ability to contribute to a high-performance culture	E	A/I
Embed LCRCA's behaviours of LCRCA First, Action Focused, and Respect	E	A/I

Key to Assessment Methods:

I – Interview	A - Application