



## JOB DESCRIPTION

<b>Job Title:</b>	PMO Manager
<b>School/Department:</b>	Project Management Office (PMO)
<b>Job Family and Level:</b>	Level 5 – Professional Service
<b>Employment Status:</b>	Permanent
<b>Location:</b>	University of Nottingham Malaysia Campus
<b>Reporting To:</b>	Head, Project Management Office
<b>Job Summary:</b>	<p>The PMO Manager is a strategic leadership role within the University's Project Management Office (PMO). The incumbent will work in close partnership with the Head of PMO to establish, mature, and govern the university's strategic project portfolios.</p> <p>This role is critical in ensuring that all strategic projects are aligned with the University of Nottingham's Global Strategy and the Malaysia Campus's specific objectives.</p> <p>The PMO Manager will provide expert guidance, robust governance, and insightful analysis to enable informed decision-making by the University's senior leadership, ensuring optimal allocation of resources and maximisation of return on investment.</p>

### Specific Role:

Main Responsibilities
<p><b>1. Strategic Portfolio Management &amp; Governance</b></p> <ul style="list-style-type: none"><li>Partner with the Head of PMO to design, implement and continuously improve the portfolio management framework, processes and tools.</li><li>Establish and maintain a centralized view of the strategic project portfolio, providing a single source of truth on status, health, interdependence and strategic alignment.</li><li>Prepare and present high-level portfolio performance reports, dashboards and insights to Planning and Resource Committee (PaRC) as and when needed.</li><li>Ensure all projects adhere to the University's agreed project lifecycle, gated governance and reporting standards.</li></ul>
<p><b>2. PMO Leadership &amp; Business Partnering</b></p> <ul style="list-style-type: none"><li>Act as a trusted advisor and strategic partner to portfolio owners, providing coaching on project initiation, project implementation and benefits realization.</li><li>Mentor a team of Project Managers, fostering a culture of excellence, continuous learning and professional development.</li><li>Develop and maintain strong, collaborative relationships with key stakeholders across Malaysia and UK campuses to ensure cohesive project delivery.</li><li>Champion the value of effective project and portfolio management across the institution, promoting best practices and building organisational maturity.</li></ul>

### 3. Performance, Risk & Benefits Management

- Define and track key portfolio KPIs to measure efficiency, effectiveness and strategic value.
- Oversee the consolidated management of portfolio-level risks, issues and dependencies, ensuring appropriate escalation and mitigation.
- Lead the benefits management process, working with portfolio owners to define, track and realise the intended strategic outcomes of investments.
- Conduct post-implementation reviews and portfolio health checks to derive lessons learned and drive continuous improvement.

### 4. Tooling, Reporting & Standards

- Lead the selection, implementation and management of portfolio management software (e.g., PPM tools) to enhance reporting and transparency.
- Develop and maintain a suite of standardised templates, reports, and guidance documents for use across the project community.
- Ensure all portfolio data is accurate, timely and communicated effectively to relevant stakeholders.

#### Job Requirements:

Specification	Essential	Desirable
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"><li>• A good honours degree (or equivalent).</li><li>• A recognized professional qualification in project, programme or portfolio management.</li></ul>	<ul style="list-style-type: none"><li>• An advanced degree (e.g., MBA, MSc in Project Management).</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Expert knowledge of projects, programme and portfolio management methodologies, tools and best practices.</li><li>• Exceptional analytical and problem-solving skills, with the ability to translate complex data into clear, actionable insights for senior leaders.</li><li>• Outstanding communication, presentation, and interpersonal skills, with high emotional intelligence and cultural sensitivity.</li></ul>	<ul style="list-style-type: none"><li>• Familiarity with Agile methodologies and their application.</li></ul>
<b>Working Experience</b>	<ul style="list-style-type: none"><li>• Minimum of 8-10 years of progressive experience in project/programme management with at least 5 years in a senior PMO or portfolio management role within a large, complex organization.</li><li>• Proven experience in establishing or maturing a PMO, including designing governance frameworks, portfolio prioritisation models, and reporting suites.</li><li>• Demonstrable experience of successfully managing strategic relationships and influencing senior stakeholders (up to Executive level).</li></ul>	<ul style="list-style-type: none"><li>• Experience working within the higher education sector or public-sector institution.</li><li>• Financial acumen with experience in business case development, budget monitoring and benefits tracking.</li><li>• Experience working in an organisation with international operations or a matrix structure.</li></ul>

	<ul style="list-style-type: none"> <li>• Solid line management experience and a proven ability to develop high-performing teams.</li> </ul>	
<b>Behavioural Competencies</b>	<ul style="list-style-type: none"> <li>• <b>Strategic Thinker:</b> Sees big picture, connects operational activity to strategic goals.</li> <li>• <b>Influencer &amp; Collaborator:</b> Builds trust and achieves outcomes through persuasion and partnership, not authority.</li> <li>• <b>Resilient &amp; Adaptable:</b> Thrives in a complex, ambiguous environment; calm under pressure.</li> <li>• <b>Diplomatic &amp; Politically Astute:</b> Navigates academic and administrative structures with tact and discretion.</li> <li>• <b>Driven for Excellence:</b> Passionate about improving processes and delivering tangible value to the institution.</li> </ul>	