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# Example of PMO Lead Job Description

Our company is growing rapidly and is looking to fill the role of PMO lead. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for PMO lead

* Support formalized Scaled Agile (SAFe) project management disciplines within the dedicated Portfolio as an operational discipline
* Define and oversee programme governance aligned to the overarching Barclays Governance framework
* Facilitate and manage the preparation and smooth running of key governance forums
* Oversee the global programme budget and financial reporting processes
* Define and deliver reporting metrics globally ensuring that timely submissions are received
* Co-ordinate PMO support processes
* Oversee the Programme communication approach and plan
* Establishing and administration of the global programme plan and efficient reporting of progress to key stakeholders
* Establishing and agreeing project acceptance criteria which will be used to confirm achievement of inception phase and appropriate sign-off
* Documentation and audit trails

## Qualifications for PMO lead

* Quality planning including projects and risk reviews
* Reporting and escalating in an appropriate and timely fashion, and initiate timely, corrective action where required
* Ability to review project deliverables for completeness and quality, and compliance with established project standards in line with the Compliance Governance Manual
* Project Office Management experience
* Exposure to Project Accountancy
* Oral and written communication to board standard