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# Example of PMO Lead Job Description

Our company is growing rapidly and is hiring for a PMO lead. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for PMO lead

* Partner with program managers to apply added project process controls to large, strategic initiatives (e.g., BOAR)
* Together with the Program Director, Program Lead and the Director, Communication T&O, the role provides guidance, advice and counsel on all program communications matters for the duration of the transformation to the Vice-President, Enterprise\ Architecture, T&O Executives project initiative leads
* Knowledge Management, training and best practices - Training, define & implement best practices, lessons learned, content management and collaboration
* Improve the skill level and capabilities of the delivery team within the Portfolio and wider Operations Change intitives
* Managing processes in a matrix work environment, working across multiple work stream (Operate, App
* Implementing, facilitating and reporting on projects across the business to ensure the delivery of all Programs of Work
* You will manage business processes and compliance functions around projects and help develop, train and manage project managers
* You will work collaboratively across all departments to ensure alignment to project delivery and promote a culture of continuous improvement and service delivery
* Improve the skill level and capabilities of the delivery team within the Portfolio and wider Operations Change initiatives
* Manage scope of work, work assignments and evaluation criteria to meet contract or RFP requirements

## Qualifications for PMO lead

* Ability to engage with IT and Business senior executives of the organization to articulate technology related topics in business-friendly terms exhibiting strong stakeholder management and collaboration skills
* Experience of creating and managing standard status reporting process
* Able to communicate and manage relationships up to MD/ ED level
* Experience of sharepoint and portfolio management tools
* Ability to create and manage a Project Planning process would be ideal
* Graduate Degree with 12+ years of experience