



Recruitment pack



Loyalty & Trust
Professionalism
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www.ciarb.org



CI Arb is a registered Charity in
England and Wales, No: 803725

Job description

Job Title: IT PMO Coordinator

Date: June 2021

Reporting to: Director of IT and Digital Transformation

Overview

CI Arb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 16,500 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CI Arb works in the public interest through an international network of 45+ branches.

Job Overview:

The IT PMO Co-Ordinator role will support the Director of IT & Digital Transformation to advance and manage the Corporate Project Management Office. The PMO is the primary purpose of the role but the post holder will not have time to be bored as they will be involved in other key Corporate/Business/IT planning as is necessary to ensure a smooth day to day operational environment. The post holder will be expected to work effectively with senior colleagues and their staff across CI Arb to ensure our planning is as good as it can be and as is the nature of this PMO co-ordination function. Limited “out of hours” work may be necessary from time to time.

Key Responsibilities:

- To support the Director of the IT and Digital Transformation and the wider CI Arb leadership team to deliver a fully functional and operational Project Management office.
- The postholder will help the PMO be recognized as a major information point and a single source of truth for all change activity and projects across CI Arb.
- The postholder will help ensure the PMO is a major contributor to our quarterly and annual planning discussions and decision-making process.
- Organize and facilitate PMO meetings, ensure actions and decisions are captured and managed (e.g. monthly Investment Group, Pipeline reviews, Gates Reviews etc.)
- Gate Review assurance: Ensure Project Managers prepare docs and provide assurance feedback during gate reviews that are in line with the project management gate approval process
- Prepare and report the PMO portfolio dashboards (risk, finance, milestones, pipeline) and their links/dependencies to other corporate processes (e.g. corporate risk management)
- Manage workflows and configuration of PMO & Project Management platform (Monday.com)
- Responsible for checking project documentation to ensure quality and compliance

- Conduct 'deep dive' assurance audits on programs and projects as instructed by the Investment Group or line management
- Facilitate workshops and conversations to help teams plan and deliver projects through the PMO
- Stakeholder management and communications considering levels of influence and interests
- Innovation: drive continuous improvement in processes, tools and controls for PMO (Centre of excellence)
- Act as a reference point for PMO queries and information, advocating best practices in project management across CI Arb.

Requirements:

Essential:

- Experience of Project Management or Project Co-Ordination at a cross functional or inter-departmental level. Previous PMO experience would also be considered as good past experience.
- Being able to use and understand the following:
 - Office 365 (Word, Excel, PowerPoint etc.)
 - PC/Laptop/Tablet/Smartphone
 - VPN Software or tools
 - Connecting to and using Wi-Fi (Public & Private)
 - Using the Internet
- Have followed and passed GDPR training
- You know how to keep your data safe from “Phishing” attacks and have undertaken and passed training around such security risks
- Ability to review a document submission for quality and for consistency, including meeting the gateway approval process for projects
- Ability to report impartially to the Resource and Investment Group how our projects are progressing against Time Cost and Quality as agreed at last gate
- You can effectively work with all levels of the organization to discuss and agree approach to resolve when tasks are behind plan
- Set-up and administer a suitable and effective system for reference points or Q&A from the various stakeholder groups.
- The ability to review and improve the Monday.Com facility but continuous learning on your own part and studying the material available.
- Team working skills, Self-motivated, Demonstrates honesty and integrity and promotes organizational values, Attention to detail, Flexible in approach.
- Able to adopt different communication styles for different audiences.

Desirable:

- Have the ability to carry out analysis and report effectively on the findings
- You are a strong administrator and when needed report writer
- Formal Project Management Training or PMO Training
- You can write & update policies for consideration and approval
- Identify ways of utilizing all the various information stored in Monday.com to share with colleagues and leadership all observations we can take advantage of to improve our planning and preparation at CI Arb.

Summary terms and conditions

Contract:	Permanent
Salary:	circa of £40,000 per annum
Annual leave:	25 days holidays per annum plus UK bank holidays
Pension:	Generous Pension Scheme
Healthcare:	Company scheme subject to terms and conditions.
Life assurance:	Company life assurance scheme.
Other Benefits:	<ul style="list-style-type: none">• Season ticket loan• Cycle to work scheme• Perk Box (employee money saving platform)• Flexible working hours• EAP (Employee Assistance Program)• Social events e.g. Christmas party, summer party, International day, Charity events• 1 a day (Fruit in the office)
Location:	CIArb Head Office, 12 Bloomsbury Square, London, WC1A 2LP
Notes:	We are keen to encourage applicants from all identities and walks of life.
How to apply:	To apply for this role, please click on HERE
Closing date:	8 July 2021