

Senior Project Management Officer

Location: Park Square, Cheadle, Stockport

Salary: £ 34,000 - £37,500 per annum
depending on experience

Job Type: Permanent full-time, 35 hours per
week



Who is UK Biobank?

UK Biobank is a major international health resource, with the aim of improving the prevention, diagnosis and treatment of a wide range of serious and life-threatening illnesses. UK Biobank follows the health and well-being of 500,000 volunteer participants, collecting health information which is globally accessible to academic and health researchers.

The Role

The Senior PMO Officer is responsible for delivering, maintaining and continuous improvement of the PMO's long-term strategy ensuring the PMO's service offering is embedded into the business. The post holder will report into and work under the guidance of the Snr PM & PMO Manager to ensure the PMO success

We're looking for someone to:

- Work with PMO members and other departments to define, prioritize, and develop projects.
- Assist the PMO Manager in planning project management, including setting deadlines, prioritizing tasks, and assigning team members to various deliverables.
- Assist with the analysis of risks, resource allocation, and financial data (including set up / management of project budgets and the provision of financial reports and budget outlines to Executives).
- Oversee the development / execution of projects, ensuring that Project Managers and other team members are able to operate effectively and efficiently whilst also adhering to the company standards and processes.
- Draft, gain agreement to, and implement changes and enhancements to the existing project management framework
- Continuously evaluate projects to ensure they are meeting company standards, adhering to budgets, and meeting deadlines.
- Work with PMs to create / maintain accurate project documentation including scope, budget, risks, status and justification.
- Ensure appropriate allocation of workload to ensure the PMO is able to:
 - Provide appropriate PMO support in scheduling project meetings,
 - Maintain project documentation, eg project plans, risk and issue logs and change control records, etc
 - Produce / update reports & KPIs and other project documents (eg SOPs)
 - Assist PMs in updating project budgets and recording / allocation of costs
 - Undertake other administrative duties (eg monitoring participant feedback, producing feedback questionnaires, assisting with stock management, coordinating equipment calibration and servicing - as agreed with individual PMs)
 - Support projects by ensuring the reports and/or dashboards are designed and configured with in Power BI to support the operational needs
- Deputise as appropriate for Snr PM & PMO Manager, as appropriate/requested

This is what we're looking for:

- Demonstrable team leadership experience
- Project Co-ordination, Project Management, or Project Office experience
- Experience of working with/within a project or admin office;
- Excellent communicator, both spoken and written
- Able to work accurately and with attention to detail
- Able to exercise good judgement and appropriately prioritise tasks
- Excellent organisational skills; possesses the ability to work under pressure
- Able to work without day-to-day supervision
- Able to report on progress through both formal and informal channels
- Able to work as both part of a team or individually

It would also be great if you had:

- A degree or higher qualification
- Familiar with / have experience of working within formal quality systems (eg ISO27001, ISO9001, etc)
- Recent quality auditor training / experience
- Experience of writing SOPs
- At least 2 years experience of supervising a small team

Salary and benefits for working at UKBiobank

- £ 34,000 - £37,500 per annum depending on experience
- 26 Days Annual Leave + Bank Holidays
- Christmas Closure
- USS pension scheme (9.8% employee contribution & 21.6% employer contribution)
- Enhanced maternity/paternity/adoption/shared parental leave
- Enhanced company sick pay scheme
- Cycle to work scheme
- Health and wellbeing initiatives including an Employee Assistance Programme (EAP)
- Annual Flu vaccination
- Perkbox employee discount platform scheme
- An active social committee who organises events throughout the year
- Flexible work life balance policy
- Free onsite car parking
- Onsite café
- Gym facilities, we even have a putting green!

By working for UK Biobank you are part of an organisation whose mission is to contribute to improving the health of future generations.

UK Biobank strives to be a diverse and inclusive organisation, within which we can ALL be ourselves.

Please click on the links for more information about [Working for UK Biobank](#) and [Recruitment guidance for candidates](#)

The closing date for applications is 16 June 2022, subject to early closure upon receipt of suitable applications.

To apply

Please email your CV to jobs@ukbiobank.ac.uk