

Job Title	Head of Project Management Office
Level	3
Reports To	Transformation Director

Job summary

The Head of Project Management Office (PMO) provides leadership and oversight of the Sport England's portfolio of projects.

The Head of PMO will define and maintain project management standards within Sport England. This includes implementing and sharing best practices, and developing and applying project frameworks, procedures, tools, and techniques to standardise methodologies and achieve efficiencies. The Head of PMO provides expert guidance, support, and insight on projects, acting as the source of all project information and metrics.

The establishment of a PMO is a new function for Sport England and as such requires extensive stakeholder management across all layers of the organisation to achieve credibility and buy-in. The post holder will need to apply judgement on what is proportionate and how to sequence the setup of the PMO to support Sport England delivery of its objectives.

The post holder will recruit, create and lead the PMO function to ensure consistent governance, assurance, reporting and capability across Sport England.

Dimensions

Direct Reports	This role is likely to have 3 direct reports
Accountability	Accountable for establishing an effective PMO for Sport England, delivering results against key performance indicators as agreed with the Transformation Director. These measures will be used to ensure continuous improvement, high-quality outcomes and alignment with organisational values.
Location	Home-based, Hybrid based in Loughborough offices
Key Contacts:	Senior internal stakeholders.

Key Duties and Responsibilities

Project Delivery

- Under the leadership of the Transformation Director, create and develop Sport England's Project Management Office, setting the strategic direction for project management across Sport England to ensure that Sport England approaches and manages projects within a robust but proportionate governance framework.
- Lead the development, launch and communication of a Sport England project management manual and associated project documentation including business cases, delivery plans, milestone schedules, risks and issues logs to ensure consistent standards and methodologies and tools are adopted across Sport England.
- Manage the project management office and liaise across senior leads and to ensure that project officers are effectively deployed to enable the 5-Year Plan

and priority work to effectively support projects across Sport England and ensure their success.

- Lead the end-to-end delivery of complex, cross-cutting projects, from business case development through to implementation, review and evaluation across different delivery teams.
- Introduce new capabilities as appropriate (such as benefits management and business change management) which will involve high levels of complex stakeholder management across all layers of Sport England stakeholders.
- Act as the Sport England's organisational authority on project delivery and create opportunities for organisational learning to promote the advantages of good project management and build organisational capability through training, coaching and the promotion of best practice.
- Working across the organisation at all levels, establish the Sport England Community of Practice for Project Delivery and the approach to developing and maturing the community to embed and grow capability across the organisation.

Governance & Assurance

- Establish and operate effective but proportionate project governance arrangements to lead assurance activities, including the development of dashboards, performance metrics, gateway reviews, and lessons-learned processes to ensure that Sport England projects deliver successful outcomes.
- Provide clear, timely and accurate reporting to senior leadership teams, programme boards and other senior forums e.g. Board on the progress of projects across Sport England.

Financial and Resource Management

- Under the direction of the Transformation Director manage a variety of project related budgets ensuring robust financial control and demonstrable value for money
- Support procurement activity and manage suppliers in line with public sector procurement rules and Sport England's policies
- Embed a proportional benefits management approach into Sport England business planning processes

Relationship Management

- Build and maintain strong collaborative relationships with a range of internal stakeholders to drive shared outcomes and enhance collective impact.
- Champion cross-functional collaboration by fostering joined-up working across teams, promoting shared learning and integrated delivery.

Line Management

- Lead and manage team to drive operational excellence locally and ensure alignment with the team's goals and Sport England's Values.
- Set clear performance expectations, conduct regular performance reviews with direct reports – ensure that all team members participate in performance reviews.

- Encourage professional development through coaching, mentoring, and identifying learning opportunities.
- Build a positive, inclusive working environment that supports staff wellbeing and psychological safety.
- Contribute to and actively support Sport England's Diversity and Inclusion Action plan and Equality objectives.
- Promote a culture of integrity, inclusivity and continuous improvement for self and team by role-modelling inclusive behaviours.

Ad hoc

- Contribute to organisational-wide projects as required, ensuring successful implementation and review.
- Work flexibly to carry out any other duties that are within the colleague's skills and abilities whenever reasonably required.
- Ensure compliance with organisational policies to model high standards of conduct, promote consistency across the organisation and uphold legal and ethical responsibilities.

Selection Criteria

The skills, knowledge and experience required.

Essential

1. Proven PMO experience in a team leadership role in a similar sized organisation.
2. Significant senior-level experience leading a PMO or portfolio management function in a public sector, arm's-length body or similarly complex environment
3. Significant experience delivering complex projects or programmes in a public sector, arm's-length body or similarly regulated environment.
4. Strong knowledge of project and programme management methodologies (e.g. PRINCE2, MSP, Agile, Benefits and Risk Management)
5. Experience of governance, assurance and reporting in public sector settings
6. Excellent stakeholder management and influencing skills
7. Strong analytical and reporting skills, with the ability to communicate complex issues clearly

Sport England Values

- **Ambitious** – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.
- **Innovative** – Curious, optimistic, and relentless, we question established ways of working and learn from each other and from our experiences.
- **Inclusive** – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.
- **Collaborative** – One team, committed to delivering together and working with others to make a difference to people's lives.