

GIS Senior Project Manager/PMO Lead



Job Framework

Job Title	Senior Project Manager/PMO Lead	Cost Centre	62120
Location	London or Bristol	No. of Direct Reports	2
Reporting to	CIO	Budget Responsibilities (Y/N)	N

Who we are

Marie Stopes International (MSI) is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services we provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family.

The primary responsibility of this role is to further MSI's Goal: The prevention of unwanted births and its mission of ensuring an individual's right to: children by choice, not chance.

The Function

The Global Information Services (GIS) team provides digital solutions and operations across 37 countries. We have 40+ team members based in London and Bristol, with smaller IT teams in many of the countries in which we operate. Our role spans from the provision of new global digital solutions, to the ongoing maintenance and support of applications and infrastructure.

The Role

The PMO Lead will set up and lead a PMO that will coordinate MSI's digital technology initiatives. The role will be responsible for embedding project management practices and tools to improve the overall project management maturity across the organisation, and for actively tracking and reporting the conformance to plans and expectations of initiatives. Also included is the leadership of the Project Management function to ensure consistent and effective delivery of all programmes and projects.

Key Responsibilities

- Facilitate among stakeholders a consensus around the objectives of the PMO to foster a project-management-oriented culture and mindset
- Define and set up PMO structure and processes that support MSI's organisational needs.
- Reviews and where needed adapts current project management processes, methods, tools, guidelines and standards to establish a stable framework that supports all project teams and stakeholders, to improve the probability of successful project delivery
- Facilitates the agreed-upon process that develops plans and prioritisation by leadership and governance
- Coordinates the hand-over from the demand process into the delivery of projects and work packages; including allocation of resources and facilitation of prioritisation discussions
- Leveraging best practices and techniques in identifying, quantifying and tracking the realisation of expected benefits defined in business cases
- Defines and implements appropriate reporting mechanisms to keep stakeholders abreast of project and work package status, risk and issues
- Builds and maintains relationships with senior leadership and key PMO stakeholders, and acts as a trusted advisor and ambassador of the PMO

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- Manages, coaches and develops project managers
- Manages projects as required

Skills and Experience

- Fifteen or more years of experience in IT
- Exceptional leadership skills with the ability to develop and communicate the PMO vision, and inspire and motivate project managers
- Experience of setting up and running a PMO function
- Experience of defining, planning, budgeting and leading projects
- Experience of successful project implementation within the context of the impact of organisational process and system change together with effective project dependency management
- Leading, managing and working in cross-functional project teams in an international environment
- Ability to manage and work effectively with key stakeholders, network and negotiate
- Excellent analytical, strategic conceptual thinking, planning and execution
- Strong business acumen and commercial understanding
- Excellent verbal and written communication skills, including the ability to explain IT concepts and technologies to business leaders, and business concepts to project managers
- Experience of working with tools for project planning and portfolio management
- An understanding of business transformation and change principles
- Third party company / vendor management skills, including influence and negotiation skills in a commercial environment (
- A broad knowledge and understanding of Information Technology
- The ability to think and plan strategically including sound financial skills to plan and manage complex budgets.

Qualifications and Training

- Experience with one or more project management methodologies (for example, PMI PMBOK, PRINCE2 and agile).
- Educated to degree level, or equivalent experience.

Personal Attributes

- Pro-choice, support and adhere to MSI vision and goals
- Dynamic, creative individual with the ability to show initiative
- Team player, providing support and encouragement
- Organised and process oriented, with an attention to detail and able to prioritise workload
- Customer focused, responsive to changing priorities and demands
- Strong communication skills
- Ability to analyse complex problems in a structured manner whilst working under pressure
- Focused on delivery with a 'can do' approach
- Demonstrates MSI team member behaviours and professional self-development

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MSI Behaviours and Values

Team Member Behaviours

Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others.
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

Show courage, authenticity and integrity

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate.
- You are courageous in challenging others and taking appropriate managed risks.

Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
- You manage your career development including keeping your knowledge and skills up to date.

Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
- You build and maintain effective long-term working relationships with all stakeholders and are a true MSI ambassador.

Leadership (for leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction.
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.
- You articulate a vision of the future which inspires and excites others.

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact.
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.