

## **JOB DESCRIPTION**

### **PMO Officer, 700MHz Clearance**

12 Month Fixed Term Contract

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#### **CONTEXT**

Digital UK is owned by the BBC, ITV, Channel 4 and Arqiva. The company co-ordinates management and development of the UK's digital terrestrial television (DTT) platform and the Freeview Play service. Digital UK is co-located and works in close collaboration with Freeview, which leads on consumer marketing of the Freeview brand.

As part of our management of the DTT platform, we are currently working on behalf of the broadcasters – BBC, D34 (ITV and C4), SDN, Arqiva – to manage the delivery of the national broadcasting infrastructure changes and associated viewer support required by Ofcom and DCMS to clear UK's TV airwaves between now and 2020 for release to mobile broadband use (700MHz Clearance).

#### **AIM OF THE ROLE**

We are seeking a proactive, organised Programme Management Officer to work in a busy PMO team and support the effective delivery of this large-scale technical and viewer-facing programme.

Reporting to the Digital UK 700MHz Programme Manager, you will play a key role in supporting the Digital UK PMO, to plan, manage and report on the successful delivery of this large, multi-stakeholder programme. This includes generating monthly reports, maintaining the risk register and issues log and providing support for governance groups and programme assurance.

#### **RESPONSIBILITIES**

- Collating and checking the PMO's monthly reporting, plus any daily/weekly bulletins and other ad hoc reporting.
- Supporting the Programme Manager in maintaining and publishing updates to the programme plans, Clearance Delivery Plan, programme PID and other key programme documentation.
- Supporting the Project Managers in the development and distribution of accurate project plans, event briefings, project review and lessons learnt documentation.
- Tracking delivery of the Programme's milestones.

- Supporting the Infrastructure Project Manager with the administration and facilitation of the Ofcom Grant Award Scheme, the mechanism by which the programme receives funding.
- Maintaining the PMO's risk register and issues log.
- Maintaining the PMO's Incident Management Log and supporting the incident management process to resolution including reporting.
- Providing secretariat duties for some of the key programme governance group meetings.
- Ensuring that the Programme's Document Library is maintained under configuration management best practice to create a first-class document management system.
- Opportunity to manage small discreet projects within the programme as part of on-going personal development.

#### **SKILLS AND EXPERIENCE REQUIRED**

- Previous experience of working on projects and programmes in a similar role.
- Experience of project management processes and best practice, ideally within a PMO environment managing multiple workstreams.
- Excellent communication skills with strong verbal, presentation and written skills and an ability to present information concisely with high attention to detail.
- Ability to dissect and understand detailed technical input and translate relevant information for varied audiences.
- The ability to translate project requirements into clear, understandable language.
- Experience of meeting facilitation, including taking of minutes, recording and following up actions.
- Excellent interpersonal skills and the ability to influence and manage a range of relationships in a complex environment.
- Flexible approach to work with a focus on delivery to deadlines and high standards.
- An excellent working knowledge of PCs and business software applications including Microsoft Office (i.e. Word, Excel, PowerPoint, Visio), Microsoft Project and online tools such as Trello and Smartsheet.

## Desirable

- An interest in and knowledge of broadcasting and the TV sector.
- PRINCE 2 certified at Foundation level and knowledge of Agile methodologies desirable.

## PERSONAL ATTRIBUTES

- Well organised, responsive, with high attention to detail.
- Able to juggle multiple tasks and have the ability to work to deadlines producing high quality work.
- Proactivity and a strong teamwork ethic.
- Enjoys dissecting detailed information and interrogating plans and data.
- Thrives when working in a demanding and dynamic small company.
- Helpful, considerate team member who always supports colleagues.

## KEY COMPETENCIES

**Analytical Thinking** – Able to simplify complex problems or projects into component parts, and evaluate them systematically. Able to identify causal relationships, and construct frameworks, for problem solving and development.

**Planning and Organising** – Able to think ahead in order to establish an efficient and appropriate course of action for self and others. Prioritises and plans activities taking account of all relevant issues and factors such as deadlines, staffing and resource requirements.

**Communication** – Effective communication and able to get one's message understood clearly with respect. Good listening skills.

**Collaborative Stakeholder Management** – Ability to build and maintain effective working relationships across different stakeholders.

## LOCATION

Central London, Fitzrovia.