



## **PMO Support Officer**

*Exeter/Honiton/Newton Abbot*

*Grade 5*

At Strata we are passionate about our people and about our technology as well as our digital transformation. We pride ourselves on our integrity towards our colleagues and clients as well as providing service excellence at all times. We are collaborative in the way in which we work, our fast-paced environment provides many opportunities for exposure to new technologies and methodologies.

As a local Government owned business, our people are at the heart of what we do our objective being to provide an inclusive environment where everyone can contribute to the progression of our organisation.

An exciting opportunity has arisen for a PMO Support Officer to join our team as we continue to support our clients with new projects.

In this role you will be a confident and professional communicator who is able to interact with our clients and key stakeholders, with a broad understanding of IT systems, as well an ability to manage the delivery of multiple projects that form part of Strata's business plan, in addition you will have experience in leading projects ensuring that you are able to motivate the team around you to deliver key outcomes.

### **The Role**

- To ensure high levels of customer service to our main clients, Exeter City Council, East Devon District Council and Teignbridge District Council.
- Working alongside our Product Delivery team you will assist in the successful delivery of projects and programs within Strata for the Councils.
- Provide administrative, procedural support to our Project Managers with the day to day coordination of projects and coordinating resource.

### **You're Experience**

You will demonstrate proven experience within:

- Working knowledge of Prince2 and how this can be applied to the lifecycle of a project.
- Public and/ private sectors.
- Programme and Stakeholder Management and how this can be demonstrated to bring about success in achieving the end result of a project.
- Previous experience working with in administrative support with a project/PMO environment.

### **The Essentials**

You will have a proven track record in:

- The planning and prioritisation of tasks and co ordinating personal and team workloads.
- Sound project management ability for minor ICT projects.
- Building relationships with key stakeholders to achieve the desired outcomes of projects.
- Excellent written, oral and interpersonal skills.
- Taking ownership and accountability for work undertaken.

### **What's in it for you?**

We offer a competitive package which includes:

- Salary – from £35,235.00 to £37,938.00
- Significant employer contribution to the Local Government Pension Scheme.
- 37 hour working week – Flexible/hybrid working.
- 29 days holiday.

If you feel you have the blend of skills that we require and would like to apply for this role, please send your CV with a covering letter to [Jayne.Coppin@Strata.Solutions](mailto:Jayne.Coppin@Strata.Solutions). Closing date Friday 7<sup>th</sup> March 2025