



**UNIVERSITY
OF WARWICK**

Point the way ahead

Head of Portfolio Management Office (PMO)
Recruitment Pack – July 2026

We all have it in us

Born in the 60s, the University of Warwick has always been a forward-facing organisation and today is no different; we're still here to point the way ahead.

As the world faces a future of faster, more profound change, with all the possibilities, pressures and uncertainty that brings, we know the role of higher education will be more vital than ever.

We do what we do at Warwick because, even in the face of this uncertainty, we believe we all have it in us to find the answers and make a better world. Especially when we're powered by knowledge, curiosity, creativity and compassion.

Professor Stuart Croft

Vice-Chancellor and President



This is Warwick

Ranked 68th in the world and 10th in the UK, Warwick is one of the world's leading universities for teaching and research. With an absolute commitment to excellence and an ambition to challenge the status quo, we've inspired positive change, sparked innovation and created opportunity across our local community, our region, the country and beyond.

Our campus, on the border between Coventry and Warwickshire, is home to over 28,000 students and 7,000 staff. You'll be joining a diverse, innovative and globally connected community committed to igniting real world progress.

Here at Warwick, we offer you opportunities to follow your ambitions as long as you bring the energy and determination to succeed.

We're incredibly proud of our global reputation as a centre of excellence for learning and research. It is our mission to point the way ahead and open our doors even wider – to work hand in hand with industry, to connect with academics and partners around the world, to bring opportunity to our region and our country, and to engage students, staff and communities from all walks of life, all parts of society, all cultural backgrounds.



Warwick in 2030

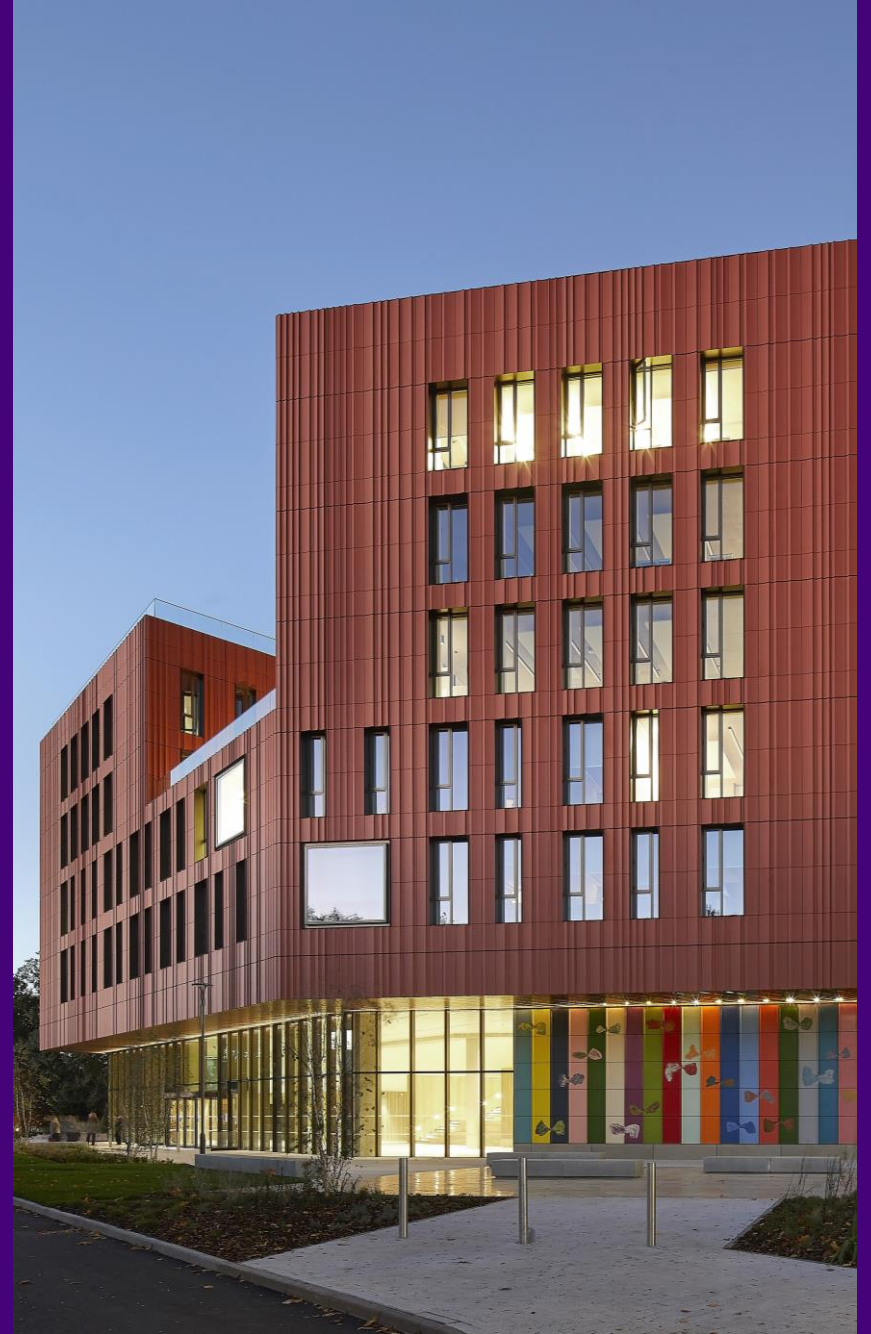
In 2030, our University will be larger than now, both in our student population and our research. That growth will be sustainable and will never compromise on quality.

Our growth will be particularly in STEM subjects (science, technology, engineering and maths) and Social Sciences, but will also build on our other existing strengths across all our disciplines.

Our research will be, without exception, world class: increasingly international and multidisciplinary; always seeking to create knowledge which has a genuinely transformative effect.

From plastics to poverty, our aim will be always to impact positively on the world's major societal, industrial and cultural challenges.

Whether it is challenge, curiosity or career aspirations that drive our students, our education and student experience will provide a diversity of exciting opportunities: more research based, more international, with greater interdisciplinarity. A Warwick education will not only prepare our students for productive employment, it will enable them to impact still more powerfully on their worlds.



Warwick in 2030

By further developing our campus to meet our aspirations for growth, we will develop exceptional spaces and facilities for our students to study, collaborate and socialise, for teaching and research, and for collaborations with industry and community partners. Partnerships in our region, nationally and internationally, will be at the heart of this renewal.

Our talented staff and students will be our priority and must feel secure and be well supported, whatever their background. Studying, working and partnering with Warwick will be built on an exceptional experience, place and quality of life, with soft boundaries between campus life and that of our neighbours through easier and more sustainable commuting and travel, and ready access to training and development, wellbeing services, sport and culture.



Warwick in 2030

By 2030, Warwick will be one of the world's exceptional universities, helping to transform our region, country and world for the collective good.

Above all, life at Warwick will be underpinned by an unchanging set of values based on openness, diversity, respect and trust. We will defend academic freedom, welcome difference and always challenge and stand up to intolerance, prejudice and unacceptable behaviours.

In all that we do and seek to achieve, we must and will ensure the sustainability of our University in all senses – financial, social and environmental – by embedding innovative sustainable development ambitions and practices throughout our strategic plans and activities. This means realistic and robust financial planning; nurturing and developing our staff, students and communities in an inclusive way; utilising more efficient fuels, transport and energy generation methods, and making our campus greener, more attractive and more welcoming.





UNIVERSITY
OF WARWICK

**Leading portfolio delivery
excellence on our most
complex and ambitious
initiatives yet**

PROF. LORD
BHATTACHARYA
BUILDING

Head of Portfolio Management Office (PMO)

Reporting to the Director of Capital Programmes

This is an exciting opportunity to build and shape a modern Portfolio Management Office that will play a critical role in delivering over £1 billion of capital investment and supporting the University's long-term estate ambitions.

The Head of Portfolio Management Office (PMO) will lead the development of a high-performing PMO function at the heart of the University's Capital Projects team. Responsible for establishing the governance, assurance, reporting and portfolio management frameworks that underpin successful project delivery, the postholder will ensure the University maintains a disciplined, transparent and data-driven approach to managing a complex portfolio of capital investment in line with the University's established governance framework.

Working as a key member of the Capital Projects Senior Leadership Team, the Head of PMO will provide strategic oversight, expert challenge and trusted insight across the full project lifecycle. They will drive effective portfolio prioritisation, risk management, performance reporting and benefits realisation.

A key aspect of the role is the opportunity to build and grow the new PMO function, developing its capability, influence and maturity while embedding best practice in project, programme and portfolio management. The postholder will lead a high-performing team, champion continuous improvement, and develop the systems, processes and professional standards needed to support the successful delivery of an ambitious and evolving capital programme.

This role offers a unique opportunity to create a lasting impact, establishing a PMO centre of excellence that enables the successful delivery of transformational projects and helps shape the future of the University estate for years to come.

Principal Accountabilities

Portfolio Governance

Maintain strategic oversight and ensure consistency across all projects across the multi-year portfolio.

Standardisation: Develop and maintain a central repository of templates for RAID (Risks, Actions, Issues & Dependencies) and benefit realisation trackers.

Reporting and Insights: Synthesize complex data from multiple projects into high-level executive dashboards.

Portfolio Risk Management: Ensure visibility and proactive management of risk across portfolio-level and below, supporting clear escalation of risks from projects level.

Compliance and Audit: Lead regular Stage Gate Reviews to ensure projects are meeting quality standards before moving to the next phase.

Project Management Tools and Systems: Lead and manage strategic direction of core suite of tools required from portfolio to project, maintaining relevance, and effective value.

Strategic Leadership

Implement new strategic ways of working and a PMO Centre of Excellence to support delivery.

Design and Implementation: Define the roadmap for a PMO Centre of Excellence including the application of an appropriate project management methodology that aligns to the embedded RIBA Plan of Work, with a supporting Project Management Handbook.

Change Management: Drive the adoption of new strategic ways of working by creating training materials and hosting workshops to ensure organisational buy-in.

Continuous Improvement: Regularly audit PMO performance against wider industry benchmarks to evolve processes.

Leadership Unity: Promote, prioritise, and present a cohesive and united senior management group position first to wider projects team members ensuring a stable and confident leadership stance for our department.

Principal Accountabilities

Team Leadership

Lead and develop team members through clear direction, coaching and performance management.

Foster a positive, collaborative team culture by promoting open communication, accountability, and alignment with departmental purpose and goals.

Embed a continuous improvement culture across the Capital Projects team by capturing lessons learned, sharing insights, and standardising best practices to enhance delivery and performance in partnership with the Portfolio Management Office.

Lead and develop team members (in conjunction with Directors) through clear direction, regular feedback, and coaching to support performance, engagement, and professional growth aligned with best practice, competency-based framework set by PMO.

Manage performance and wellbeing, addressing challenges proactively while recognising achievements and supporting continuous improvement.

Role model a values-based culture to promote positive behaviours encouraging a psychologically safe environment where respectful disagreement is the norm.



Principal Accountabilities

Stakeholder Engagement

Collaborate with senior management peers to ensure open, transparent communications and break down silos across teams within the department and across Estates:

Point of Contact: Act as the primary liaison between the PMO and other departments/functions.

Communication Strategy: Manage a monthly PMO newsletter to provide transparent updates on project successes and bottlenecks.

PPG Chairs Training: Lead and own the development and delivery of training and knowledge of Chairs to be effective in their remit.

Conflict Resolution: Mediate competing priorities to ensure the most strategic initiatives receive focus.

Oversight & Monitoring: Lead and facilitate monthly project portfolio board to improve information transparency and support escalation of portfolio strategic risks, where required.

Influencing Others: Develop internal and external relations, motivate, develop and encourage performance in others and the ability to negotiate and persuade at a high level

Person Specification

Knowledge and Skills (Essential):

- A degree or equivalent professional qualification in a relevant subject.
- A professional membership of an appropriate professional body (e.g. APM)
- Significant PMO leadership experience within a Portfolio environment
- Experience with construction projects, resource planning and project/progress tracking
- Expert knowledge of project control tools
- Experience of preparing and presenting reports to senior managers, committees, boards, and steering groups
- Financial management of large budgets



Person Specification

Knowledge and Skills (Essential):

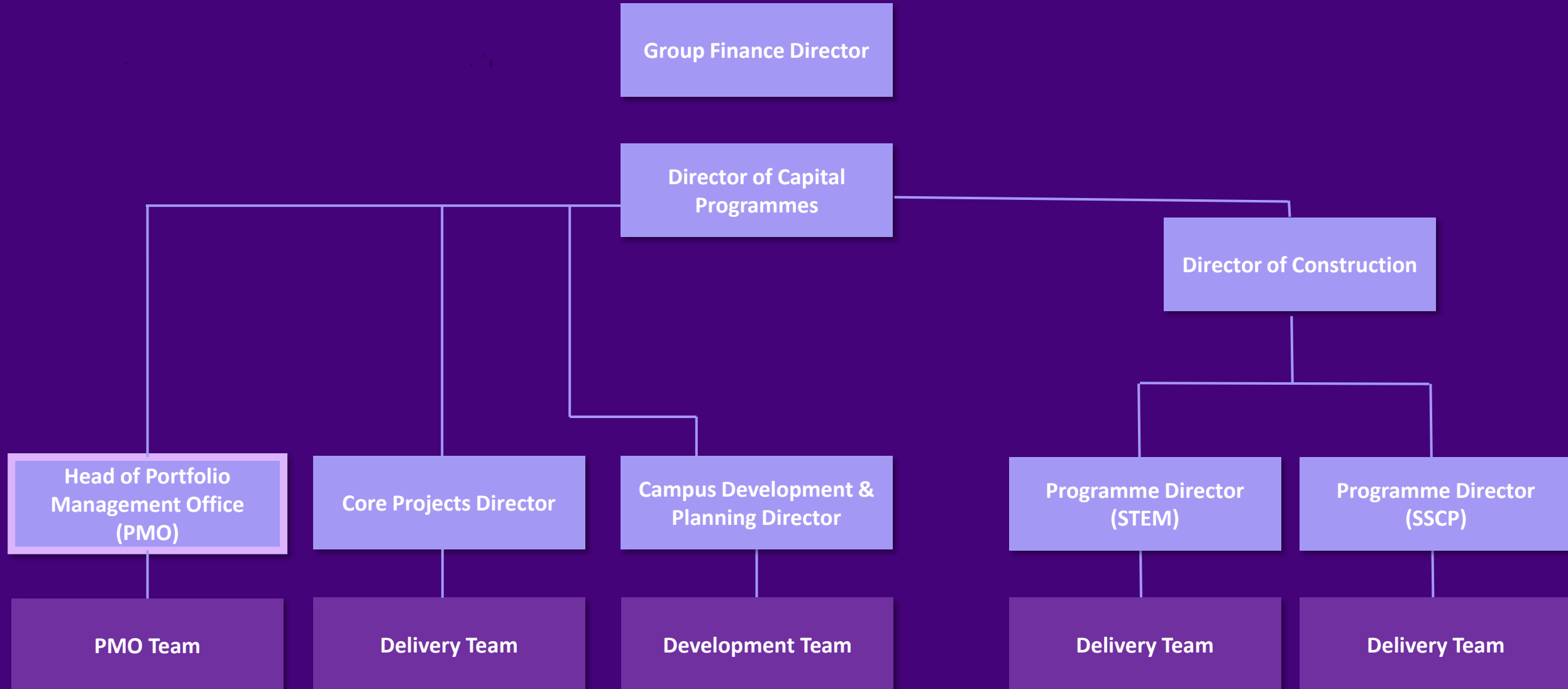
- Experience of leading and managing teams, building high-performing cultures that promote accountability, professionalism, collaboration, and continuous improvement
- Proven leadership experience in managing teams and fostering high-performance cultures that drive accountability, collaboration, professionalism, and continuous improvement.
- Strong interpersonal and communication skills, with the ability to present complex information clearly, build effective internal and external relationships and influence, motivate, and negotiate at a senior level.

Knowledge and Skills (Desirable):

- Commitment to continuing professional development



The Capital Projects Senior Team



A great place to work

Warwick is a fantastic place to work, a place where you should expect the unexpected. No two days are the same, and plenty of perks come with this role.

Core Benefits:

- Competitive salary
- Attractive pension scheme with excellent employer contributions
- Generous annual leave to keep you energised
- Relocation support (if applicable)

Recognition:

- Senior performance and remuneration review
- Recognition scheme to celebrate the excellence and contribution of staff
- Staff awards to recognise peers and colleagues and their great work

Health and wellbeing

- Employee Assistance Programme (EAP), a confidential support service to help you through any of life's issues or problems
- Discounted private healthcare and cash plans to keep you and your family happy and healthy
- Health and Wellbeing policies

Learning and development

- Development opportunities including workshops, coaching and more

A great place to work

Fitness and lifestyle

- Warwick Family activities including family days and events in the Arts Centre
- Flexible and hybrid working to help your work/ life balance
- Warwick Arts Centre offers seasonal staff discounts for its programme of events

Family

- Family friendly benefits including maternity, paternity, shared parental leave and adoption leave, career break and Time Off for Dependents for that vital family time
- University Nursery and Children's Services in a convenient on-campus location
- Warwick Family activities including family days and events in the Arts Centre

Transport

- Cycle to work scheme
- Car share scheme
- Electric car scheme

As well as those listed above, there are many other benefits of working at Warwick. Find out more at www.warwick.ac.uk/benefits



How to apply

The University of Warwick has appointed SearchHigher as their recruitment partner for this campaign.

Please apply below by submitting a CV & Cover Letter in Word Document format or via email to enquiries@searchhigher.com

We're proud of our diverse community and are committed to ensuring equality of opportunity for all, fostered in an environment of mutual respect and dignity. We strongly encourage individuals from all backgrounds to apply for this role.

The closing date for applications is 13th August 2026

We know that attracting the highest quality staff is fundamental to achieving our aims. We're committed to ensuring that our recruitment and selection practice is professional, fair and effective.

Find out more at www.warwick.ac.uk/services/equalops.

