Job Description

Job title	Data Centre PMO Manager	**Date June 2025**
Reports to (title)	Head of Technical and Design	
Contract/Department	Data Centres	**Revision** 1
Location	National	

Job purpose

Describe the overall purpose of the job in two or three sentences.

EMCOR UK is seeking a highly skilled and motivated PMO Manager to oversee the portfolio of data centre construction projects. The PMO Manager will be at the heart of DC sector management; planning for and allocating newly acquired work, marshalling it to the to pre-construction phase, liaising with the project mobilisation manager, and overseeing operational project delivery.

This Is a newly established role, so you will have the opportunity to shape It as It evolves. You will be a proactive problem solver who is ready to take ownership of issues while being comfortable with ambiguity.

You will be responsible for establishing governance for all projects, ensuring resources are appropriately assigned and activities are prioritised while maintaining high standards of reporting.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Lead on the implementation of PMO policies and procedures covering risk, governance, prioritisation and reporting, while ensuring they are embedded and adhered to
- **Portfolio Management:** Oversee and coordinate/schedule the entire portfolio of data centre projects; working with stakeholders to deconflict, prioritise and align with strategic objectives
- **Resource Coordination**: Identify resourcing requirements in advance and manage existing resource pool effectively across projects to ensure project delivery and optimise performance.
- **Reporting**: Produce high-quality reports on project status, including progress, risks/Issues, finance data and resourcing. These reports will be developed for Power BI and presented to a range of stakeholders, including senior management, providing accurate and data driven commentary in to highlight areas of concern and escalation. Ensuring commentary is proactively risk driven with a clear focus on impact and mitigations.
- **Governance**: Establish and maintain governance structures to ensure compliance with company policies and industry standards.

- **Stakeholder Engagement**: Collaborate with internal and external stakeholders to ensure project objectives are met and expectations are managed.
- **Risk Management:** Be the DC Sector Champion for Risk Management - support the DC sector operational teams in managing and mitigating key risks / threats whilst identifying and exploiting opportunities. Lead on regular risk review meetings and ensure quality, accuracy and adherence to the risk management process.
- **SME:** Drive a culture of continuous improvement on PMO Process, welcoming change and promoting PMO as the centre of excellence
- **Assurance:** Manage the assurance and governance processes for the DC sector as part of EMCOR UK's project assurance processes. work with the central Project Assurance Manager to support audit and LFE activity.
- Present on key project insight to senior leaders

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Will report to Head of Technical and Design
- Scope to grow a team of assistants as role embeds
- Will be empowered to hold all PMs to account

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- 7+ years of experience in project management, PMO
- Experience in the construction industry is essential, while specific Data Centre sector experience is preferred
- Relevant project management qualifications e.g. PMP, PMQ or PRINCE2
- Excellent experience in PMO Controls (risk, change, assurance)
- Working knowledge of planning software such as Microsoft Project
- Ideally you will have experience of working in a busy, fast paced programme environment with the ability to coordinate projects and provide timely reporting within tight delivery timescales
- You'll also be a strong communicator and have the confidence to challenge project team members and senior stakeholders to ensure project schedules are maintained to the agreed timescales and quality standards, risks are managed, assurance is followed, and reporting and governance is clear and concise
- Excellent knowledge of Microsoft Office skills Word, Excel, PowerPoint & SharePoint, Power Bi and specialist tools

- Experience of building collaborative working relationships with both internal and external stakeholders
- Ability to manage multiple projects and priorities effectively

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Some UK travel will be required to support the growth aspiration

Line Manager Signature	
Print Name	
Date	
Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
Job Grade		*EMCOR Competency Level*		*Training Profile UTC*	

Salary: £60k + CA

Cost Code: Central

Line Manager: Mark Taylor

Location: South/Midlands