

Job title:	Programme Management Office Analyst
Directorate:	Change & Service Improvement
Date written:	June 2020
Notice period:	1 Month
Band:	14
Job code:	5303

Purpose of job

A key member of the PMO team, the role of the PMO Analyst is to provide effective quality assurance support and expertise.

Focused on providing insight and data analysis on the performance of our change roadmap, identify themes, anomalies and recommend corrective actions -a champion of data driven decision making.

Providing administration and co-ordination support to ensure the smooth running and delivery of our PMO services

Provide timely and accurate routine and ad hoc reporting presented in engaging formats with supporting narrative and work collaboratively with the project delivery teams to ensure the integrity and accuracy of project data; advising and tracking to ensure smooth transition through the Fit4Business governance and assurance framework.

Key duties and responsibilities

- Help to maintain all centrally held and be custodian of, PMO documentation (such as project plans, risk, issue, dependency logs), ensuring these are accurate, up to date and communicated as appropriate.
- Efficient production of reports, papers and dashboards using a variety of software and data systems to access and generate information.
- Develop and embed strong project governance processes, ensuring standardisation of all project documentation and effective management of project progress.

- Collating and analysing key project information to ensure effective and transparent reporting, highlighting trends, and will providing advice on how to manage any project dependencies, risks, and other Project Management escalations; including forecasting and planning, and reporting on monthly delivery V's plan and documenting commentary in variance.
- Develop and embed strong project governance processes, ensuring standardisation of all project documentation and effective management of project progress; developing and enhancing the role where required.
- Planning and tracking of plans to provide assurance of milestones, emerging risks, and issues across the Portfolio. Provide current and future resource demand and capacity data and analysis to enable early identification of pinch points.
- Ensure new projects follow the organisations standard Fit4Business framework and guidelines
- Recommend improvements and developments to the Fit4Business governance framework and PMO services (finances, benefits, dependencies, risks & issues, change control and portfolio prioritisation)
- Provide assurance across projects, being the critical friend to Project Managers.
- All aspects of administration and co-ordination to the PMO and Project Delivery teams.
- Organise meetings, workshops and events including all associated planning and preparation tasks to ensure all outcomes achieved and objectives met.

Knowledge, skills, and experience required

- At least 3 years' experience in a central PMO is essential as is extensive knowledge of project management approaches, frameworks, tools, project lifecycle.
- Project management or PMO qualification desirable; Prince2, P3O, APM, PMI or equivalent knowledge gained through experience.
- Data driven, analytical and a champion of using management information/ data to highlight issues and enable decisions. Strong data visualisation and engaging presentation skills.
- Proven resource demand and capacity analytical skills.
- Proactive works on own initiative, able to prioritise workload and work well under pressure often producing outputs to tight deadlines.

- High-quality standards, accurate attention to detail and engaging presentation skills.
- Extensive knowledge of MS Project/ Project Online, which includes familiarity with Admin Level functionality changes within the tool and MS Office products in general with the ability to build models and automated tools. Awareness and capability knowledge of PowerBI is desirable.
- Demonstrate our Values and Behaviours.