

# Role and person profile

Post title:	<b>PMO Analyst</b>	Location:	<b>Manchester</b>
Business Area:	<b>Business Solutions Group</b>	Department:	<b>Nexus Team</b>
Reports to:	<b>PMO Lead</b>	Responsible for:	<b>n/a</b>
Scale:	<b>6</b>	Permanent/FTC/Temp:	<b>Permanent</b>
Post no:	<b>4044, 4049</b>		

## Section 1 – Accountabilities

### Main role purpose:

The main purpose of the PMO Analyst role is to deliver excellent quality management information that will enable clear decision making in the management of the Nexus Programme. Playing a key part in the creation of a number of fundamental programme processes and subsequently driving out key metrics for measuring success and earned value, and information for decision making.

A balanced background in PMO coupled with a love of Programme planning and control, and a keen eye for detail will drive the successful candidate.

### Key Accountabilities

- **Resourcing:** conduct resource analysis to provide clarity of supply and demand. Produce clear output of resource utilisation to facilitate resource priority decisions, and support for future resource planning. Highlight and escalate key resourcing issues, and propose remedial actions.
- **Planning:** working closely with the Head of Nexus Programme and Nexus Project Managers to drive the planning to the correct level of detail and extract earned value of progress made against the plan.
  - Using the plan and processes you will establish to provide summary level reporting to help keep a watchful eye on the health of the schedule, also highlighting and helping to resolve issues where identified.
  - Using your planning expertise to support the programme team when planning the future phases of the Nexus program, establishing best practice techniques in this area that will be documented, repeatable and practical to embed for future iterations.
- **Risks and Issues:** Conduct risk profiling and analysis to help inform Programme Management early indication of options in protecting the schedule, cost and quality, at all levels of the Programme from workstream to strategic.
- **Assurance:** Working closely with the Nexus PMO Lead to support the creation and execution of the assurance processes
- **Governance:** Provision of high quality agenda materials, actions and minutes for key governance forums. Acting as a quality gate keeper and at times leading the meetings if nominated, ensuring that the key focus, integrity, and objectives of the forum are maintained and achieved. Also, ensuring governance outcomes are then published in a timely manner to the correct audience, as well

recorded in the central programme Decisions/Actions tracker
<ul style="list-style-type: none"> <li>Act as a central point of contact for all Nexus PMO areas, including the items above.</li> </ul>
<ul style="list-style-type: none"> <li>Contribution to the maturity of the PMO processes required for the Programme, by applying your experience, understanding and knowledge of best practice.</li> </ul>
<ul style="list-style-type: none"> <li>Establish and maintain the process for Document/Deliverable reviews, ensuring all signatories are identified, the deadlines are made clear and the tracker kept up to date at all times, and resolving or escalating key issues where required.</li> </ul>
<ul style="list-style-type: none"> <li>Support PMO Lead in future tasks required for the Nexus Programme</li> </ul>

## Section 2 – Person profile

Knowledge	Assessment
An understanding of best practice PMO and Program processes	A/I/P
Knowledge of standard Risk Identification Techniques essential	A/I/P
Knowledge of Microsoft Project Plan essential	A/I/P
Knowledge of SharePoint advantageous	I/P
An awareness of different methodologies such as Prince2 and Agile	I/P
An awareness of a typical Project/Software Delivery Lifecycle	I/P
Microsoft products essential, project disciplines and processes essential	A/I/P
Good knowledge of offering process and management support, preferably in a technical environment	P
Qualification	
P30 – Portfolio, Programme and Project Management Offices	A/I/P
PRINCE2	A/I/P
A good level of general qualifications	A
Skills	
Ability to distil data and detail to meaningful summaries and metrics	A/I/P
Good communication skills, that are unmistakable clear in both written and verbal with the ability to structure information and marshal evidence	A/I/P
Adept at negotiating especially when introducing changes to ways of working.	A/I/P
Consistently tactful when dealing with stakeholders – which include BSG and third party staff	A/I/P
Comfortable with being flexible, recognising that focus from one activity to another may require attention at short notice	A/I/P
Able to manage their time especially when under pressure, through prioritisation and management of expectations	A/I/P
Numerate, able to keep accessible and easy to understand records	A/I/P
Excellent Team Player	A/I/P

<b>Leadership skills</b>	
A self-starter, confident in your own abilities to deliver high quality output	<b>A/I/P</b>
Ability to resolve problems and adapt to change	<b>A/I/P</b>
Maintain constructive links with other teams and work collaboratively to deliver targets	<b>A/I/P</b>
Receive feedback and learn from mistakes for continuous self-development	<b>A/I/P</b>
<b>Experience</b>	
Proven track record in creating and running a resource management process	<b>A/I/P</b>
Proven track record in planning and using MS Project effectively	<b>A/I</b>
Proven track record in risk identification and profile techniques	<b>A/I</b>
Experienced in working in a project or programme environment	<b>A/I/P</b>
Experienced in presenting information confidently to large groups people	<b>T/I/P</b>
Experienced in providing a pro-active PMO service	<b>I/P</b>
<b>Behaviours</b>	
Happy to adapt to changing in programme approach even if the decisions does not align personal expectations	
Embraces a challenging environment	
Maintains optimism in a demanding environment	
Resolute in seeing tasks to their conclusion	
Drive results with a sense of urgency	
Comfortable engaging stakeholders at all levels	
<b>AQA's Behaviour Framework which is assessed through the selection/probation process</b>	
Assessment key (criteria to be assessed at the selection stage)	
<b>A</b> – application (it is <b>essential</b> to provide evidence on application for shortlisting purposes)	
<b>I</b> - interview	<b>T</b> – test (or work sample)
	<b>P</b> – probation