

JOB DESCRIPTION

JOB TITLE:	PMO Analyst
MANAGED BY:	PMO Manager
GRADE:	8

BACKGROUND

Working at the West of England Combined Authority

The West of England is a fantastic place to live and work; a place where ideas flourish and businesses grow, and a diverse population calls home. With a highly-skilled workforce, innovative businesses, rich cultural and natural assets, and excellent connections, the West of England competes on a global scale.

In 2017, the West of England Combined Authority was formed to bring the region together to drive economic growth. Significant powers and funding were transferred to the region to support work to ensure residents have better skills, more job opportunities and a better quality of life. In May 2021, the second Metro Mayor for the West of England was elected, and we're working with our regional partners and with Government to deliver against our ambitious agenda, protect the environment and ensure the West of England continues to be a thriving, successful and innovative place for future generations.

Covid-19 has had a big impact on the West of England, and we are leading the regional economic recovery, bringing people together to ensure our region continues to build on its success.

The Combined Authority is made up of three of the region's local councils - Bath & Northeast Somerset, Bristol and South Gloucestershire. Building on a strong track record of partnership working in the region, the Authority continues to work closely with North Somerset Council. The Authority also the accountable body for the West of England Local Enterprise Partnership.

We are an equal opportunities employer, in line with the Equalities Act 2010, and invite applicants to contact us to identify any additional support needed during the recruitment process.

PURPOSE OF THE JOB

The Authority is seeking a PMO Analyst with specific experience in reporting and data analysis. The ideal candidate will have dealt with large and complex projects throughout their delivery lifecycle and be an experienced PMO analyst. They will also be an experienced user of Excel, Power BI, Microsoft Project and Project Online. Project delivery experience would also be considered highly beneficial.

The primary purpose of the role is to work with the PMO Manager, Programme Co-ordinator, and project teams to support the effective delivery of the infrastructure portfolio. The PMO Analyst will provide assurance and support to the PMO Manager by producing reporting, providing performance monitoring, insights and enabling decision making. The reporting will include metrics on financial performance, thematic risks and trends as well as resource, progress, schedule inputs.

The role will also require assisting the PMO Manager undertaking health checks on projects, work to improve the quality of information provided, actively assuring the reporting data to provide confidence in the insights provided.

The PMO Analyst will be required to attend steering groups and other meetings to minute take; and may be required to provide project support to project managers.

Most importantly, you will be a proactive person with great interpersonal skills, who wants to help us to embed best practice in Project Management.

KEY RESPONSIBILITIES

This is not an exhaustive list but is designed to give the applicant/post holder a broad idea of what the role will entail.

- Provide general PMO support to the PMO Manager, working as required to support development, roll out and embedding of financial, change, reporting, planning and other assurance or governance improvements.
- Work with the PMO Manager, Corporate Performance Manager and Monitoring and Evaluation officers to provide holistic programme and portfolio reporting
- Lead the reporting rollout, ensuring staff are trained in the reporting systems and work with the PMO Manager to move towards an automated reporting solution
- Maintain company procedures, calendar and systems on reporting
- Provide coaching for staff in reporting and project management disciplines to improve the quality of returns
- Produce portfolio and programme level reports for use in steering groups and senior executive reporting
- Attend/facilitate workshops as required
- Support the PMO Manager in assurance activities, such as stage gate reviews, audits and health checks
- Work with colleagues in the Combined Authority, Unitary Authorities and supply chain on reporting, conducting assessment to assure the quality of the information supplied
- Work with the Procurement Officer in reporting on pipeline requests for supplier resources to give the ability to schedule work in a managed way
- Work with the PMO Manager, Heads of Service and Programme Managers to maintain the departments resource plan
- Deliver continuous evaluation of KPI performance and continually gauge KPI compliance and relevance
- Attend and minute take steering groups as required

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Demonstrable experience in project assurance, reporting, analysis
- Advanced user of Excel, Power BI, Microsoft Project, and some experience of Project Online
- Demonstratable analytical skills and ability to cross reference financial, schedule, resource, and risk data
- Relevant project management qualifications in any of the following P30, Portfolio Management, Programme Management, APM or Prince 2

Experience

- Experience working in reporting, planning, assurance
- Experience of working with large and complex programmes in private or public sector construction or infrastructure delivery
- Experienced PMO Analyst with a minimum of 5 years working in projects
- Proven track record in data analysis and assurance

Skills and Competencies

- Strong relationship management and communication skills
- Evidence of project scheduling, including KPI reporting and continuous improvement activities
- Proven project experience in working in projects, programme, and portfolio management
- Pragmatic individual who is focused on delivering optimal value to time, cost, and quality
- Excellent data analytics skills and ability to interpret and present data to inform decisions
- Good report writing and presentational skills
- Ability to translate technical language into plain English and identify relevant data to inform improvement options
- Solid conflict resolution and negotiation skills
- Ability to translate interactions between various project schedules into a cohesive programme level dependencies and risk log

DESIRABLE

- An understanding of the Public Sector delivery

REWARDS AND BENEFITS

Staff receive:

- 25 days annual leave, rising to 30 after five years' continuous service, plus bank holidays, pro rata
- Auto-enrolment into the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Commuter Travel Club - all employees can sign up to receive discounted monthly bus tickets, unlimited bus travel for work or leisure within your chosen zone, automatic ticket renewal and price freeze for 12 months.
- The Combined Authority has adopted a Hybrid working approach, which enables employees to split their week between working in the workplace and working remotely. Hybrid Working forms just part of the flexible working options that the Combined Authority is offering as the new way of working. Flexible working is an arrangement that enables employees to have a way of working that suits employee and employer needs whilst maintain a work-life balance.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.50 - significantly higher than the government minimum for over 25s, currently £8.72 per hour



It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.