

JOB DESCRIPTION

JOB TITLE:	Senior PMO Schedule Analyst
MANAGED BY:	PMO Schedule Manager
GRADE:	10

BACKGROUND

The West of England Combined Authority is seeking to appoint a Senior Schedule Analyst to join the Infrastructure Portfolio Management Office (PMO) team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

The PMO provides the framework, oversight and the necessary controls across 8 sub programmes with a total value in excess of £800m. A recent significant increase in funding now requires the existing PMO to grow and mature, in order to meet the organisation's developing needs, provide the necessary governance and delivery certainty.

Reporting to the Combined Authority's Infrastructure Directorate PMO Schedule Manager, the Senior Schedule Analyst will play an integral part within the scheduling team, providing schedule guidance, assurance and reporting for projects across a number of programmes within the portfolio.

The primary purpose of the role is to work with the Schedule Manager and project teams to support the effective delivery of programmes within the infrastructure portfolio. The Senior Schedule Analyst will provide assurance and support to the PMO, driving best practice in schedule management, providing both coaching, support and challenge to projects in the efficacy of their schedules.

The Senior PMO Schedule Analyst will work with Programme Managers and Network Managers within the Combined Authority and Unitary Authorities, helping the identification of cross dependencies and constraints across projects and producing updates on plan progress across the Infrastructure Portfolio. The post holder will garner complex/diverse information and be able to support the development of structured plans - understanding build, install and commissioning requirements.

The role will also involve assisting the CA PMO team with undertaking project health checks, working to improve the quality of information provided, actively assuring the schedule data to provide confidence in the insights provided.

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.

- Responsible for driving good scheduling practices through projects and programmes across the infrastructure directorate; providing schedule guidance, assurance and reporting, ensuring project schedules are achieving desired levels of detail, accuracy and quality.
- Partner with colleagues across the Combined Authority, Unitary Authorities and supply chain on scheduling and the identification of cross dependencies & constraints.
- Produce regular clear, concise, persuasive schedule analysis, reports and commentary at project & programme level for use in programme reporting.
- Play key role in PMO schedule team, creating plans & analysing trends using numerical and statistical techniques.
- Continually monitor the performance of the schedule and make recommendations to delivery project managers for interventions/changes, as required, and implement where appropriate.
- Collaborate with the PMO team to support development, roll out and embedding of financial, change, reporting, planning and other assurance or governance improvements, as required.
- Develop and maintain company procedures and systems on project planning and scheduling.
- Enable the timely, accurate production and issue of schedule information to meet required reporting and governance timetables.
- Advise on complex schedule requirements and communicate analysis and corrective measures effectively.

- Further the upskilling of Combined Authority staff in effective schedule management.
- Deliver comms/engagement with wider CA teams/partners regarding project schedule information.
- Facilitate inception and planning workshops with projects to assist with the production of individual project and programme plans.
- Deliver continuous evaluation of KPI performance and continually gauge KPI compliance and relevance.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Advanced user of relevant project planning tool such as Primavera P6, MSP, Asta Power Project.
- Advanced use of Microsoft Office applications - Excel, Powerpoint, Word, Power BI and some experience of Project Online.
- Achieved or working towards Recognised Project / Programme / Portfolio Management related qualification(s) (APM, PRINCE2 etc.).

Experience

- Project scheduling/planning, analysis, reporting and assurance at a project and large programme level.
- Scheduling/planning of infrastructure projects is highly desirable.
- Working with and advising Senior Officers.
- Experience working in a PMO, with a minimum of 5 years working in projects and/or programmes.
- Proven track record in data analysis and assurance.

Skills and Competencies

- Excellent relationship management, communication and presentational skills.
- Strong collaborator who can engage a variety of stakeholders.
- Ability to work accurately under pressure with frequent changes of priority.
- Excellent capability in developing a project schedule from scratch, assuring plans, assessing for cross dependencies.
- Pragmatic individual who is focused on delivering optimal value to time, cost, and quality.
- Excellent report writing and data analytics skills, with the ability to interpret and present data to inform decisions, including cross referencing financial, schedule, resource, and risk data.
- Ability to translate technical language into plain English and identify relevant data to inform improvement options.

DESIRABLE

- Experience of local authority / combined authority / government working methods, processes and delivery is highly desirable.

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays.
- Generous Employer-Contribution Pension Scheme through Avon Pension Fund.
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.
- Cycle to work scheme and secure bike parking.
- Free eye tests for all display screen equipment (DSE) users.
- Discounted monthly bus tickets.

We are based out of a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

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 £15.17 - higher than the government minimum for over 23s, currently £11.44 per hour. Find out more [here](#).



WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter. Find out more about the charter [here](#).

