

## JOB DESCRIPTION

<b>JOB TITLE:</b>	PMO Analyst
<b>MANAGED BY:</b>	Reporting Lead
<b>GRADE:</b>	8

### BACKGROUND

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.

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

### THE ROLE

The West of England Combined 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

## 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 the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into 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 £14.21 - higher than the government minimum for **over 23s, currently £10.42 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.