

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Senior PMO Risk Analyst
<b>MANAGED BY:</b>	PMO Manager
<b>GRADE:</b>	10

### BACKGROUND

The West of England Combined Authority is seeking to appoint a xxx to join the xxx 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

Reporting into the PMO Manager, the Senior PMO Risk Analyst will specialise in project risk. They will:

The Combined Authority is seeking a Senior PMO Risk Analyst with specific experience in risk management at both a project and large programme level. The ideal candidate will have the ability to garner complex/diverse information and design structured risk strategies and run quality risk assessments. The Senior PMO Risk Analyst will also be able to support the development of such risk management plans and understand build, install and commissioning requirements. Implementing clear and concise information flows will

be a critical part of the role.

The Senior PMO will work with Programme and Network Managers within the Combined Authority and Unitary Authorities, helping the identification of thematic risks, issues, cross dependencies and constraints across projects and producing a updates on mitigation progress across the Infrastructure Portfolio.

The Senior PMO will support the risk management process and assurance from inception through construction. The post holder will also be required to deputise for the PMO Manager in meetings and take online management responsibilities for PMO Analysts and Project Support Staff

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

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.
- Working with colleagues in Risk Management in our Unitary Authority Partners and supply chain to understand, agree and assist with the management of programme, project and portfolio risks, ensuring holistic risk management strategy is kept up to date
- Lead on risk analyses by holding regular assurance reviews, conducting or facilitating QRA reviews of individual projects and programmes and technical staff
- Working with the PMO Manager as required to support development, roll out and embedding of financial, change, reporting, planning and other assurance or governance improvements.
- Develop and maintain company procedures and systems on project, programme and portfolio risk management in accordance with our risk framework
- Lead the rollout of risk best practice, ensuring staff are trained and providing ongoing coaching for staff as required
- Work with the PMO Manager to move towards an automated reporting solution
- Facilitate inception and risk workshops with projects to assist with the production of individual project and programme risk plans
- Produce update reports on progress across the portfolio for use in steering groups and senior executive reporting
- Lead the Risk disciplines across the Programme, working from definition to closure stage with colleagues in the Combined Authority, Unitary Authorities and supply chain on scheduling and the identification of cross dependencies, constraints

- Work with the PMO Manager, Heads of Service and Programme Managers to maintain the departments corporate risk register
- Deliver continuous evaluation of KPI performance and continually gauge KPI compliance and relevance

## PERSON SPECIFICATION

### ESSENTIAL (MUST HAVE)

#### Qualifications and Knowledge

- Demonstrable experience in risk management, project assurance, reporting, analysis
- Expert user of relevant project planning tool such as Primavera, MSP, Excel, Power BI, Project Online
- Advanced analytical skills and ability to cross reference risk, financial, schedule and resource data
- Relevant project management qualifications in any of the following P30, Portfolio Management, Programme Management, APM or Prince 2
- Ideally a qualification in Management of Risk or qualified by experience

#### Experience

- Experience in setting up and running reporting, risk, assurance processes
- Experience of working with large and complex programmes in private or public sector construction or infrastructure delivery
- Experienced Analyst with a minimum of 5 years working at a Senior PMO level
- Proven track record in data analysis and assurance

#### Skills and Competencies

- Excellent relationship management and communication skills
- Excellent capability in developing a risk strategies from scratch, assuring mitigation, QRA risk assessments
- 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

### Qualifications and Knowledge

- Construction risk management

### REWARDS AND BENEFITS

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

- 25 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 are about to move into a new bright, airy, modern office space, with all 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 £9.90 - higher than the government minimum for over 23s, currently **£9.50 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 cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

