

PMO Analyst

Job purpose:

Support the Portfolio Manager in delivery of overarching governance for the portfolio of TLS projects

Ensure that projects follow appropriate governance processes, including stage gates, reporting, RAID, benefits and financial management

Provide comprehensive administrative support to project delivery teams

Key Accountabilities

- Establish effective working relationships with colleagues at all levels across the organisation to ensure successful delivery of the portfolio and projects
- Support the Portfolio Manager in:
 - developing and maintaining the overarching portfolio plan, RAID, lessons learned, financials and benefits tracker
 - management of the project pipeline
 - ongoing improvement of governance processes to optimise efficiency, control and project delivery
- Control and audit of key project documentation to ensure stage gate compliance
- Ensure that all project documentation has been appropriately assessed, communicated, agreed and implemented
- Provide comprehensive support to project/Scrum teams including:
 - assist in developing and maintaining milestone plans (based on detailed project plans), preparing agendas, reports and papers and co-ordinating cyclical updates to senior stakeholders, including steering groups and programme boards
 - maintain a central log of all actions and decisions, and obtain timely updates for governance meetings
 - facilitate management of RAID logs, ensuring timely updates/ follow up on mitigating actions
 - create and track purchase orders, including liaison with projects, Finance and suppliers to resolve queries

<ul style="list-style-type: none"> – administration of meetings, including workshops, Go-No Go meetings and events • Complete resource forecasts by consulting with other teams • Ensure that benefits stated in business cases are managed throughout the project, reported and realised • Promote the adoption of good practice to ensure that the organisation’s corporate strategy is realised 	
Knowledge, Skills & Experience	Planning & Organising
Essential <ul style="list-style-type: none"> • Experience in a similar role (see Accountabilities) • Numerate, with close attention to detail • Delivery focused with excellent planning/organisational skills and a track record of delivering successful and measurable outcomes • Experience of coordinating people to achieve objectives, providing clear direction and support when necessary • Proven experience of being able to work under pressure and to tight deadlines • Excellent communication skills, both written and verbal, and able specifically to communicate complex information in a simple way • Ability to influence and create buy-in and understanding at all levels • Proficient in Microsoft Office and Microsoft 365 products, including MS Project, PowerPoint, Excel, SharePoint and Teams 	<ul style="list-style-type: none"> • Needs to align and integrate work with colleagues • Ability to forward plan and manage competing deadlines, priorities and interests • Understands how to work effectively with different parts of the business • Plans and organises own work in line with overall programme activities

Desirable <ul style="list-style-type: none">• Understanding of project management methodologies (waterfall and/or Agile)• Proficiency in Microsoft Power BI	
Dimensions <ul style="list-style-type: none">• Based in central London but with flexible working within the building and remotely• Engaging with all staff, including those in the Wales office• Flexibility is essential to meet committed deadlines• Full time, 5 days per week, permanent role, reporting to the Portfolio Manager• Engaging with staff at all levels across the organisation	

Organisation Chart

