

Job Description

Job Title	PMO Analyst
Department	Chamberlain's Department
Grade	E
Location	Guildhall
Responsible to	Head of EPMO
Responsible for	n/a
Appointed Candidate's Signature	<p><i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below:</p> <p>Full Name:</p> <p>Signature Date:</p>

Purpose of Post

The PMO Analyst is responsible for the oversight of a collection of programmes or projects within the City of London Corporation. The role will focus primarily on providing insight, information and support to strengthen Corporation portfolio governance and enable the effective prioritisation of decisions. The analyst role will assist managers to ensure the optimal delivery of City of London priorities through the provision of informed insights and the effective analysis of information and data.

Key activities of this role will include the project management of workstreams within programmes, creation and maintenance of risk registers, programme plans, dependency mapping, analysis and tracking programme deliverables, preparation of reports, ensuring improvement to programme processes are effectively implemented.

Main Duties & Responsibilities

The core duties of the role are as follows.

1. Produce high-quality documentation and analysis for all projects covered by the post through programme dashboards, Gantt Charts, Risk Registers and other cross portfolio documentation that enables Senior Officers and Members to be fully informed in their decision-making.
2. Provide high quality Programme Management analyst functions across the EPMO which will include project managing specific critical workstreams on behalf of a programme i.e. procurement of environmental surveys, project management of survey work, playing an active role in support of planning applications, maintenance of risk registers, programme plans and other useful tools, ensuring that these conform with project programmes and any necessary interdependencies with other projects or relevant areas of the City Corporation.
3. Monitor programme budgets, spend and forecasts to enable efficient sharing of information across the organisation, identifying issues, escalating and proposing appropriate solutions alerting relevant officers in the Chamberlain's department of

significant variances in budget outturn positions and in general advising appropriate officers across the organisation where changes from initial forecasts have arisen or are likely to arise.

4. Carry out essential procurement functions (such as the production and tracking of Purchase Orders, processing of invoices, approval of the release of staged payments) across the EPMO, in accordance with City of London and statutory procurement processes and the City of London's Financial Regulations.
5. Apply a consistent and high-quality suite of Programme tools across the portfolio of programmes, and advise relevant officers carrying out work on the programmes across the organisation to build and improve corporate competency in programme-management techniques
6. Write high quality committee reports on behalf of senior officers, efficiently distilling complex risks and dependencies and highlighting key matters to ensure that Elected Members involved in the decision-making processes can be fully aware of any relevant information in their oversight of the programmes
7. Provide senior officers and other relevant parties with complex analysis of programme, financial and risk data, summarising clearly and concisely detailed or complex issues and proposing appropriate mitigations and solutions for review.
8. Maintain accurate records of meetings to aid the effective management of the programmes, in particular the monitoring of actions against designated timescales, creating actions logs, timescales and proactively engage with members of programme and design teams to ensure that meeting records are agreed, and actions allocated correctly, in accordance with programme plans and appropriate City Corporation responsibilities.
9. Develop and implement effective information management systems across the EPMO, ensuring the availability of high-quality information is available at appropriate times in the project cycles, with a consistent approach being undertaken to the management of relevant information across the Portfolio.
10. Use personal initiative to drive the continuous improvement of the PPM governance, controls and assurance frameworks.
11. Work closely with finance colleagues to ensure that timely and accurate financial reporting information across the EPMO is produced, as required.
12. Work closely with procurement colleagues on the procurement of professional consultants and works contractors across the Portfolio.
13. Schedule timely and effective meetings across the portfolio including regular programme boards and officer and Member meetings (particularly with Senior Members such as the Policy Chair), ensuring that all necessary information is provided for attendees and that those who are not able to attend are necessarily briefed.

14. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
15. To undertake any other duties that may reasonably be requested appropriate to the grade.
16. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

Person Specification

Job Title	PMO Analyst
Department	Chamberlain's Department
Grade	E
Trent Position number	
DBS Criterion	No DBS
Security Vetting Criterion	No security vetting is required
Politically Restricted Post Criterion	This post is <i>not</i> politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application **(A)**, interview **(I)** or test **(T)** as indicated below.

Professional Qualifications / Relevant Education & Training

Relevant qualifications could include : **(A)**

PRINCE2 Practitioner
Managing Successful Programmes Practitioner
P3O Practitioner
APM Project Management Qualification
PMI Certificate in Associate Project Management
PMI The complete Project Management Professional
Management of Risk Foundation/Practitioner

Experience Required

Significant experience working within a project management office or similar environment leading programme co-ordination/administration **(A) (I)**

Experience of successfully managing projects or managing substantial parts of the project lifecycle **(A) (I)**

Experience of project management methodologies and a knowledge of both waterfall and agile project approaches **(A) (I) (T)**

Experience of reporting and of providing metrics and other control information to project managers and senior management **(A) (I) (T)**

Experience of working effectively to demanding deadlines, prioritising own workload with minimal supervision **(A) (I)**

Experience of working within a complex political environment and interacting with Elected Members **(A) (I)**

Successful experience within project and programme delivery and/or business change/transformation **(A) (I)**

Experience of effective partnership and collaborative working in order to deliver results **(A) (I)**

Experience in establishing and developing productive relationships with both internal and external stakeholders **(A) (I)**

Technical Skills & Knowledge

Excellent knowledge of project management tools and techniques and the ability to apply these in the role **(A) (I)**

Excellent knowledge of project management strategies and processes with the ability to translate this knowledge into practical advice and guidance **(I) (T)**

Ability to analyse a range of complex data and make recommendations for decisions based on findings. **(I) (T)**

Excellent IT skills and in-depth knowledge of PMO software tools **(A) (I)**

Excellent programme coordination, administration and organisational skills. **(A) (I)**

Excellent knowledge and experience of Microsoft packages, including Project, PowerPoint, Word and Excel. With working knowledge of visualisation software such as Power BI. **(A) (I)**

Ability to prioritise own workload in order to manage multiple and competing priorities **(A) (I)**

Good critical thinking and problem-solving skills with the ability to work independently without significant direction or management. **(A) (I)**

Strong written communication skills with the ability to produce a range of documents including high-quality formal reports, dashboards and briefings. **(I) (T)**

Strong oral communication skills with the ability to use influence to achieve results. **(A) (I)**

Ability to thrive in a fast-paced environment and work well under pressure **(A) (I)**

Good working knowledge of local government and wider public sector and the challenges of delivering projects within this environment **(A) (I)**

Ability to provide clear and timely advice and guidance to officers on key issues **(I) (T)**

Motivated, energetic, determined and resilient enough to cope with the demands of the role **(A) (I)**

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a 1 year Fixed Term basis.

Salary

The salary range for this job is £46,050 - £51,530 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay



The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.