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**JOB ROLE PROFILE AND PERSON SPECIFICATION**

Post Title and Number:PMO Analyst

Present Grade: PO1

Department: Resources

Service/Section/Team: Project Delivery and Governance – Digital Services

Reports to: Head of Business Portfolio

**Purpose of the role**

The PMO Analyst reports to the Head of Business Portfolio and is responsible for producing effective PMO processes, collating and monitoring key project data, providing expertise and managing the preparation of management information to enable effective decision-making across the Digital Services portfolio.

The PMO Analyst will develop and embed strong PMO practices, policies and standards, including project governance, quality assurance, risk management, budget management and reporting. The PMO Analyst will also have a primary role in centralising PMO documentation, and ensuring that project information is kept up to date and accurate to enable strong project and portfolio-level reporting.

The PMO Analyst will have a high degree of computer literacy, including good knowledge of Microsoft Office and be familiar with using PPM systems. The role will also be responsible for managing board and project meetings by co-ordinating actions and decisions, providing insight to project teams, and the creation of board packs.

The role is responsible for working in close colloboration with other members of staff within Digital Services, including Project Managers, Business Analysts and Change Managers to facilitate knowledge sharing and best practices within the PMO and ensure compliance with project controls and standards. The role will also be required to provide training on project governance and assurance as required.

**Dimensions including structure chart.**

1. **Annual budgetary amounts with which the role is either directly or indirectly concerned**:

The PMO Analyst will both be indirectly involved in monitoring budgets across the Digital Services portfolio but there will be no annual budget responsibilities.

1. **Structure Chart and Reporting Lines**

The postholder reports to the Head of Business Portfolio.

The post has no direct reports however the post holder will be required to set, monitor and give feedback on project governance and assurance.

**Key accountabilities**

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| Accountabilities | Time (%) |
| PMO Practices  | * Develop and manage project governance processes, including setting up of project boards and developing terms of references.
* Provide effective quality assurance of projects through project stage gating process.
* Regularly monitor and review project-level risks, issues and dependencies.
* Manage the allocation of resources and finances across the Digital Services portfolio.
 | 35 |
| Reporting and Management Information | * Request and constructively challenge project reporting from Project Managers to provide a clear and consise update on project progress.
* Regularly produce project, programme and portfolio reports and dashboards to inform decision-making and successful delivery.
* Identify, manage, and escalate emerging trends, risks and issues to senior managers across Digital Delivery team.
* Set and monitor individual and team performance standards
 | 25 |
| Stakeholder Management  | * Manage the scheduling and secretariat fuction for portfolio-level meetings, Technical Design Authority, board meetings, workshops and other project related meetings.
* Co-ordinate decisions and actions from key meetings and ensure they are responded to by action owners.
 | 20 |
| Knowledge Sharing and Best Practice  | * Ensure all Digital Services project management documentation is accurate, up to date, and accessible through Service Now, SharePoint and Microsoft Office 365.
* Contribute to the development of PMO Framework and wider portfolio standards.
* Proactively engage with Project Delivery team and wider stakeholders to share best practice, training and identify opportunities to make improvements to existing practices.
* Champion project management and PMO processes across Digital Services and wider organisation.
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Any other duties reasonably requested by management.

Carry out all accountabilities in compliance with the Council’s Policies and Procedures.

**Key Relationships (Internal and External):**

* Project Managers, Business Analysts, Change Managers, and wider Digital Services Team.
* Partner organisations (including other local authorities, public sector organisations and external consultants).

**Equality and Diversity**

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

**Health and Safety**

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council’s Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Healthand Safety Policy, Group Safety Policy and employee information leaflet entitled "Health and Safety Policy; Guidance on Staff Health and Safety Responsibilities".

**Corporate Health and Safety Responsibilities**

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;

2. Following safety rules and procedures;

3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and

4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

* take part in safety training and risk assessments and suggest ways of reducing risks; and
* take part in emergency evacuation exercises.

Employees shall report all accidents, ‘near miss’ incidents and work-related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health and Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director, or Director of the Council.

**Information Security**

To protect the confidentiality, integrity, and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council’s Information Security Policy.

**Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:**

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people, and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children and Vulnerable Adults should be aware of and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

**PERSON SPECIFICATION**

**Job Title: PMO Analyst Grade: PO1**

**Department: Digital Services**

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| --- | --- |
| KNOWLEDGE, SKILLS & ABILITIES | HOW TESTEDApplication – ATest - TInterview – I |
| Job Specifics – Skills, Experience and Competencies |  |
| **Knowledge\*****Job Specifics – Skills, Experience and Competencies****Essential:**1. Experience of working in a PMO function or role within a project or programme management environment in the public sector, private sector and/or not-for-profit sector.
2. Strong understanding of project management principles and methodologies.
3. Strong understanding of project management practices, including finance, risk and issue, resource and benefits management.
4. Experience in developing and embedding strong project governance processes, ensuring standardisation of all project documentation and effective management of project progress.
5. Demonstrable experience developing business processes, process improvements, policies and standards.
6. Experience preparing and managing project or management reports and analysing data and performance.
7. Experience organising and managing stakeholder meetings, boards and workshops (internal and external).
8. Strong organisational skills and an understanding of project planning.
9. Strong English literacy (written and verbal) and numeracy skills.
10. Strong communication skills and able to build relationships with project delivery colleagues to achieve project, programme and portfolio outcomes.
11. Strong attention to detail and commitment to maintaining high standards.
12. Self-confident and articulate, able to influence others to deliver results and deliver at pace.
13. High degree of computer literacy with strong experience using Microsoft Office and a willingness and skill to learn new programs quickly.
14. Ability to work across a range of projects and tasks simultaneously.

**Desirable:**1. Experience using PPM software (e.g. MS Project Online, Service Now, Plan View).
2. Experience of working in or delivering digital, data and technology transformation in local government or large multi-layered service organisation.
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| **Competencies**1. Build Relationships
2. Political Awareness
3. Communicate and Influence
4. Empower Individuals
5. Deliver Results

**Behaviours**1. Take responsibility
2. Open honest and respectful
3. Actively listens and learns
4. Working together to find solutions
 | A/I |
| **Qualification(s)\*****Desirable:**1. Formal qualification in project or programme management/PMO qualification (e.g., PRINCE2, APM, MSP, MOP or equivalent).
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