

Job Title:	PMO Analyst
Hours of work:	Full-time: 35 hours per week
Contract:	Fixed Term until 30.9.2022
Salary:	Competitive Salary (dependant on experience)
Location:	Swansea or Berkeley

About the project:	<p>The Active Building Centre is an ambitious, high profile, project of national importance.</p> <p>Active Building Centre Ltd, a Government-backed Research and Technology Organisation (RTO), are collaborating with industrial and academic partners to mobilise and deliver applied research, product development, commercial engagement and the realisation of a comprehensive demonstrator portfolio.</p> <p>Our goal is to revolutionise construction through the deployment of active buildings – transforming the energy and construction industry through new innovative building design.</p> <p>Growing from the success of existing Active Buildings, we are developing an ambitious portfolio of advanced multi sector demonstrators that are sustainable, perform better, are more comfortable and will significantly contribute to decarbonisation.</p> <p>As part of a highly skilled team looking to transform the energy and construction industry, you will be open to new ideas, bring fresh thinking, and be ready to play your part in delivering the case for Active Buildings.</p>
About the role:	<p>We are looking for a PMO Analyst to join the Programme Management Office to support ABC's diverse portfolio of programmes and projects. This role will work with project managers, teams and stakeholders across the organisation to properly scope, plan, cost, resource and monitor projects.</p> <p>The PMO Analyst will work with the PMO team to develop, maintain and execute a project delivery and governance framework to support the</p>



	<p>development and on-going management of projects and programme throughout the organisation.</p> <p>We are looking for individuals with proven project management knowledge and experience with high attention to detail and strong analytical, interpretation and reporting skills. The successful candidate will be adept at juggling multiple projects and shifting priorities and demands. The role requires someone who can communicate information in an engaging manner and effectively manage stakeholders.</p>
Key Responsibilities:	<ol style="list-style-type: none">1. Assist project managers in producing detailed project plans and ensuring that they are developed, monitored and reported on using a software tool (Smartsheet).2. Monitor projects to ensure timely execution and completion including key milestones and deliverables.3. Develop and manage metrics to monitor project costs, effort, schedule, resources, scope and benefits.4. Gathering of programme data for the production of regular reports for senior management and external funding bodies.5. Own project templates and ensure their usage, accuracy and consistency across the programme.6. Ensure key programme inter-dependencies are communicated and understood between programme workstreams.7. Establishing risk, issue and dependency identification processes and monitoring logs for the programme/project, and updating with input from the programme/project teams.8. Manage a Project and Portfolio level Library of all key documents and carry out regular QA checks on these documents to ensure quality standards are maintained9. Provide input to the development of project management processes and governance, and guidance on their application10. Any other duties as directed by the CEO or their nominated Representative.
Person specification:	<p>Qualifications & Experience:</p> <ol style="list-style-type: none">1. Educated to degree level or equivalent2. Hold a Project Management qualification or willing to work towards a qualification3. At least 3 years' experience in a similar role in complex projects or programmes <p>Essential Skills:</p>





4. Knowledge of project management principles, methods, techniques and tools
5. Ability to analyse performance, trend and benchmarking data and provide meaningful and credible information.
6. Report writing and presentation skills, capable of constructing and delivering clear ideas and concepts
7. Adaptability, flexibility and the ability to cope with uncertainty and change, which is ever present in a programme management environment
8. Ability to work effectively as part of a number of different teams, and to enthuse, motivate and equip individuals to deliver required outcomes to a high standard and on time
9. Strong analytical, interpersonal and communication skills
10. High standard of accuracy and attention to detail
11. Proficient with Project management tools and MS Office
12. Excellent knowledge of PowerPoint and Word

Highly Desirable Skills:

13. Experience of project and programme delivery in key sectors (notably Renewable Energy, Manufacturing and Construction)
14. Scheduling using MS Project or similar.
15. An understanding of Enterprise Resource Management.

