

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

DIRECTORATE OF PLANNING

STRATEGIC CHANGE OFFICE

PMO ANALYST

VACANCY REF: PSX-025619

Salary: £36,024-£44,263 per annum depending on experience

Hours: Full Time (1 FTE)

Duration: Fixed Term for 24 months

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Ian Coop

Email: ian.coop@manchester.ac.uk

Overall Purpose of the Job:

As part of a vibrant and inclusive PMO Office at the University of Manchester postholder will support the PMO team to manage the University's change portfolio.

Reporting to the PMO Manager the role will be responsible for providing high quality PMO analysis, support and administration activities as well as collating and analysing information across the portfolio, producing key reports and providing insights for governance boards.

Fulfilling the role of secretariat for a number of governance groups and is expected to undertake assignments across project and/or service functions as required.

The University of Manchester values a diverse workforce and welcomes applications from all sections of the community.

Key Responsibilities, Accountabilities or Duties:

As PMO Analyst your main duties will include:

- Assisting with the compilation of programme and portfolio management reports for presentation at the management meetings and University governance bodies
- Providing analysis and insight in the relation to aggregated project data
- Set up and actively manage key documentation including the RAID register; benefits log, financial reports, resource logs and milestone plans
- Responsible for tracking of project, programme and portfolio metrics: milestones, resource requirements, risks, issues, benefits and change control management, discussing and agreeing corrective actions with the relevant Project and Programme Managers
- Proactively manage escalated project risks, issues and dependencies to ensure successful outcomes
- Providing secretariat services for governance forums. Organising project related meetings, preparation of meeting papers and collation of minutes. Management of actions arising to ensure timely completion
- Supporting the development of portfolio, programme and project governance standards
- Support the design, implementation and running of the project tools and systems, including the team's website, PPM tools, project and collaboration technology tools
- Monitoring compliance to project management standards, processes and artefacts
- Providing scheduling and administrative support for the portfolio gateway process and Health Checks
- Facilitating lessons learned and knowledge sharing across the relevant communities of practice
- Provides generic and specific support for the development and content of business cases, project plans, and review and audit reports
- Support the PMO Continual Improvement Roadmap, including the identification, analysis, prioritisation and rollout of improvements
- Facilitate and lead in project workshops, including benefit and risk workshops
- Ensure projects comply with University policy across all project work, developing and promoting clear guidelines and liaising with relevant teams (e.g. Health & Safety, Equality, Diversity & Inclusion and Information Governance Office) to ensure adherence.
- Post holders are required to familiarise themselves with the University's Equality and Diversity policies and to actively support these wherever possible.
- Be aware of and work within the constraints of the University Health and Safety, Data Protection, and Confidentiality policies, bringing to the attention of management any issues arising.

- To undertake such other duties as may be required commensurate with the level of responsibility of the role.

Person Specification

Essential Knowledge, Skills and Experience:

As a PMO Analyst you will have:

- Experience of working in a PMO Office, supporting best practice PMO functions and services
- Project Planning and Control Techniques: Methods and techniques associated with planning and monitoring progress of projects
- Strong Microsoft Word and Excel skills
- Understanding and use of Microsoft SharePoint, Teams, Visio and Microsoft Project
- Excellent analytical skills and the ability to compile information from different data sources
- Experience of providing secretariat services to governance bodies
- Stakeholder management skills, key stakeholders in this role will be working with members of the PMO Office, Programme and Project Managers
- Highly developed verbal and written communication skills with the ability to present complex information clearly and concisely to executive stakeholders.

Desirable Knowledge, Skills, and Experience:

You may also have:

- Knowledge of governance structures
- Interest in continual improvement and exploring new ways of working
- Experience of undertaking projects in Higher Education or similar complex organisation
- Use of data analysis tools such as Power BI.