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| **Role Title:** | Business Change & Technology Project Analyst |
| **Report to (title):** | BTS - Senior Business Change & Technology Project Manager |
| **Function/Department:** | Business Technology Services (BTS) – PmaaS Resource Pool |
| **ABF Business Technology Services Overview** |
| We support all business globally under the Associated British Foods (ABF) umbrella each with different requirements and levels of IT maturity. This means that we get the opportunity to work internationally with a variety of technology and solutions so while we have a wide variety of these listed in our role profiles, we don’t expect you to be an expert in them all. Our teams are made up of great people with different levels of experience and we actively support development in a direction that works best for you. |
| **Role Summary** |
| This is an exciting time to join the BTS family. Our Global Delivery function is maturing its approach and linking to our BTS vision & strategy, through a service called ‘PMaaS’ (Project Management as a Service). This service operates as an internal consultancy offering project and programme based professionals across ABF through an assignment based model. This will see resources assigned out of BTS’ central PMaaS pool to other ABF Businesses to work on strategically important business change technology projects and programmes. The Business Change & Technology Analyst is assigned to one or multiple change initiatives as part of the project / programme team. The role works in support of more senior BTS assigned project / programme managers and may also gain the opportunity to lead a workstream or manage smaller projects. The role will support / champion the delivery of desired business outcomes, ensuring the business case and desired benefits are achieved. |

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| **Role Responsibilities/Accountabilities** |
| * Work to support the delivery of technology and change projects and programmes through the lifecycle in accordance with agreed governance methodology and associated approval bodies.
* Define project scope and schedule of smaller projects or support of senior PMs for larger for complex projects & support business change activities.
* For assigned smaller projects / workstreams; monitor and document project progress to ensure on-time and on-budget delivery.
* Support preparation of progress reports; input into RAID logs; seek support to correct deviations from plans.
* Communicate project / workstream progress as required to senior project managers, sponsors and steering committees
* Be a key member of project team(s) made up of technical & non-technical members, 3rd parties and business unit IT Teams.
* Assist senior project manager with administrative tasks as requested.
* Support key stakeholders in managing customer expectations for project deliverables & communications.
* Ensure project / programme benefits are captured with clear measurement methodologies of those benefits against the business case.
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| **Working Pattern & Location** |
| * This role is a 37.5hour week Monday – Friday
* This will be a hybrid role, with a mix of home working plus travel to Central London and Peterborough on regular basis – possibly up to 2 / 3 days a week.
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| **Experience, Knowledge, Skills & Attributes** |
| **Essential** | **Desirable** |
| Experience of delivering Business Change & Technology Projects or workstreams on more complex larger projects / programmes | Ability to act with diplomacy across a varied stakeholder Group including internal and external stakeholders |
| Experience of working on projects and programmes within a federated / matrix management environment. | Experience of managing multiple and often conflicting priorities on projects / programmes |
| Experience of supporting required business readiness activities ensuring they are planned to gain maximum end user adoption.  | Ability to communicate the impact of change across business groups resulting from project / programme delivery. |
| Experience of using project delivery methodologies (waterfall, agile and hybrid) | Experience of support the development of project / programme blueprints defining the As Is and the To Be. |
| Ability to apply both creative and pragmatic thinking to problem solving | Experience of operating within a federated environments would be advantageous. |
| Strong communication skills, both verbal and written. Able to convey information to a varied audience in user-friendly language | Experience in using appropriate tools: Microsoft Project, Visio, PowerPoint, MS Excel, and the other MS Office Tools. |
| Ability to prioritise activities through collaboration with Senior PMaaS assigned resource(s) |  |
| Strong communication skills, both verbal and written. Able to convey information to a varied audience in user-friendly language |  |
| Strong interpersonal skills ability to forge good relationships across stakeholder groups |  |