

Role Title	PMO Analyst	Role Purpose	<p>To support the PMO Manager to build a value-centric PMO which manages the successfully delivery of both the Business Unit and Core Technology Programme Portfolios.</p> <p>In this role, responsibilities will be wide ranging from ensuring all projects are running smoothly on budget, and on time. The role will engage across project managers to gather, analyse, and monitor project data, as well managing processes associated with financial recovery and KPI reporting.</p>
Reports to	PMO Manager		
Directly Supervises	0		
Total team size	3		

Key Accountabilities:

- Working across Project Managers, ensuring that the governance methodology (ITPW) is adopted, ensuring a 100% compliance rate.
- Ensure Project Managers adhere to PMO standards (reporting, RAID Management, finance and invoicing)
- Manage portfolio resource utilisation reports, support target of 80% utilisation, suggest strategies where individuals can met / exceed utilisation targets
- Lead period end activities & processes including the management of the WiP, financial invoicing / charges & overview of impact to financial recovery targets.
- Lead the collation of KPI reporting covering both the BU & CTP Portfolios & prepare these the Project Services Management team and Head of Programme Delivery.
- Co-ordinate and manage the Portfolio RAID log, detailing key risks across both portfolios and work closely with the PMO Manager to suggest mitigations to these risks.
- Suggest and implement opportunities to improve / automate Portfolio processes, striving for delivery / operational excellence & increased efficiency.
- Work in collaboration with the PMO Manager & Finance team to drive greater transparency around Portfolio financial reporting. Report revenue earned / to be earned (forward forecasting) and assess this against recovery Upside / Downside shifts.
- Manage and administer the current PPM toolset using sharepoint, MS Teams and Power BI.
- Support the onboarding of new Project Managers, highlighting the standards expected within the Delivery function.

Essential Skills, Knowledge & Experience:

- Experience as a PMO analyst working across a multi-million pound portfolio
- Excellent knowledge of PMO strategies, processes, and tools.
- Ability to analyse a range of complex data and make decisions based on analytical findings.
- Great computer skills and knowledge of PMO software tools.
- Strong coordination and administration abilities.
- Good critical thinking and problem-solving skills.
- Solid communication and interpersonal skills.
- Ability to thrive in a fast-paced environment and work well under pressure.