

Job Description

Role Title:	PMO (Project Management Office) Analyst
Team:	Transformation
Reporting to:	Transformation Director
Direct Reports:	None
Salary:	£35,000 - £40,000
Contract:	Fixed Term – 18 Months
Hours:	35 hours per week, Monday – Friday, 7 hours per day, between the hours of 8am and 6pm (1-hour unpaid lunch)
Place of Work:	Silsden. Hybrid working (subject to business needs) - a minimum of 2 days per week in the office
Benefits:	25 days holiday, plus bank holidays, Company Pension

Role Purpose

Support the successful delivery of the Ecology Transformation programme through planning oversight, artefact creation and management, quality control, reporting of progress across multiple workstreams and general support of the project execution aligned to the required outcomes of the programme.

Main Duties & Areas of Responsibility

- Co-ordination and standardisation of multiple internal workstreams across the Transformation programme including policies, procedures, systems, communications, reporting, risk management and adherence to the programme governance framework
- Drive and support delivery to key deadlines to maintain programme traction and manage stakeholder expectations
- Collaborate with external vendors as required and act as a key contact to coordinate outputs defined in the procurement process and contracts
- Co-ordinate and produce status updates and communication packs for programme and executive level management committees
- Consolidate and report project risks and issues across multiple workstreams
- Monitor and report budget, schedule, resource management and other project-related metrics
- Facilitate communication between stakeholders as required
- Maintain an auditable and easily referenced record of all programme activities
- Support broader change management across the organisation

Skills and Experience

- Prior experience in a PMO position at a Financial Services organisation
- Experience of working in a major and complex change environment
- Excellent written and verbal communication with experience of communicating with senior leadership and third parties
- Experience of supporting major projects end-to-end
- The ability to adapt to changing priorities
- Strong attention to detail
- Identification and management of project risks through a RAID log
- A self-starter with a 'hands on' attitude to project delivery
- The ability to quickly understand a new subject matter, with the confidence to get up to speed with the technical or business challenges
- Identify, recommend and implement best practice where required
- Developed and applied quality controls
- Demonstrate the auditability of programmes of work in a regulatory environment.

Desirable:

- Experience working with Management Consulting or a similar background would be an advantage but not a requirement

Other

- You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Ecology's Health and Safety Policy
- Ensure your work, communication and approach conforms to the values and behaviours of the Society.
- Keep up to date, and comply with Ecology's rules, Policies and Procedures as detailed in the staff handbook.
- Undertake any reasonable duties requested by management.
- This role has a six-month probation period.

Values	Behaviours
Fairness: Treating everyone individually and with respect	Respect: Due regard, care and consideration for colleagues, members, community, and the environment.
	Shared Purpose: A core purpose shared across the Society.
Openness: Receptiveness to each other's views and opinions	Honestly: Speaking and acting truthfully and ethically.
	Openness (Receptiveness): Open to internal challenge and external review and to sharing ideas and good practice.
Responsibility: Doing what we say we'll do. Making pragmatic decisions staying true to our values	Accountability: Willing to accept responsibility. Challenges inappropriate behaviour.
	Reliability: Consistently meeting external and internal commitments. Simply doing what we say we will do.
Co-operation: Working together, receptive to the knowledge and opinions of others	Competence: Knowledge and skill to do the job well. Keen to continually learn new skills and improve role-specific knowledge.
	Team Working: Collaboration and consideration for immediate and wider teams.
Activism: Empowering colleagues to be advocates for change	Responsiveness: Ability to adapt and innovate. Improvements made from lessons learnt. Allowing individuals to exercise appropriate autonomy and to deploy judgement they have developed.
	Resilience: Capacity to recover quickly from difficulties and shocks.

Acceptance

Print Name: _____

Signature: _____

Date: _____