

JOB DESCRIPTION

JOB TITLE	Regeneration Analyst
GRADE	PO2
REPORTING TO	Regeneration PMO Manager
JD REF	CSTRAT0058P

PURPOSE

Forming part of the Regeneration Programme Management Office, the post holder is responsible for taking a key role in driving business development opportunities, providing specialist services, and ensuring that the PMO's standards and approaches are followed and applied whilst acting as the conscience of the Programme / Project Managers within the Regeneration Directorate.

The post holder will be required to support the delivery of projects throughout their life cycle, providing an effective and professional Project Management support service. They are a key member of Programme Management Office function but when required can work day to day alongside the Project / Programme Managers. Ensuring adherence to governance practices and reporting requirements. The post holder will provide an analysis service which will cover but not limited to, costs, resource, RAID, Benefits etc. and any other analytical requirements critical to the success of the delivery of the Regeneration Portfolio.

MAIN DUTIES AND RESPONSIBILITIES

- Works with the Regeneration Delivery Team to collect, interpret and evaluate information and requirements relevant to Project / Programme or PMO Activities.
- Works with others in support of Project and PMO activities to diagnose problems and develop innovative, pragmatic solutions.
- Manages the investigation and analysis of activities required to support delivery of the Regeneration Portfolio when required. This will be by collating data and requirements from a variety of sources to diagnose projects and/or PMO problems. Analyses and presents information using a variety of standard tools and techniques.
- Documents existing and develops new processes which supports the Regeneration Portfolio and PMO activities. Prepares, facilitates drives and supports all other data related change activities such as data cleansing, data analysis and Power Bi reporting in support of the Regeneration Portfolio and PMO activities.



- Supporting when required the resolution of issues and identification of solutions relevant to projects and PMO activities.
- Support in the financial administration tasks of the wider Regeneration Portfolio when required regarding the creation of purchase order and processing invoices.
- Provide appropriate summary of information following data analysis, relevant to projects and PMO activities.
- Work with Programme and Project Managers to meet the PMO best practice on tracking, governance reporting, action logs, RAID logs and change management.
- Work with the wider Regeneration Portfolio team to ensure that all project documentation and materials are stored in the agreed filing system and secure location which will be required to be available to relevant team members and assessable to key internal and external stakeholders.
- Be a self-starter with the ability to work as part of an emerging team, applying knowledge and understanding in order to determine an appropriate course of action that produces a consistent and accurate result.
- Undertake project support processes including minute taking, action planning, and providing reports and statements as requested by managers with due regard to sensitivity.
- Good analytical skills with a focus of attention to detail, provide calendar management, shared mailbox monitoring and team coordination skills on a daily basis.

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- An academic/vocational qualification at Level 3 or above / or significant experience.

Knowledge & Skills:

- Excellent interpersonal, presentation and communication skills with the ability to develop and maintain highly effective working relationships.
- Ability to work unsupervised, to tight deadlines, and cope with changing priorities.
- Effective time management with the ability to work to tight deadlines, balance conflicting priorities and manage own workload.
- An ability to be flexible and supportive in order to achieve the expected goals.
- A good understanding and knowledge of ICT, Microsoft Word, Excel, Planner, Power Bi.
- Able to undertake accurate and detailed minutes at formal multi agency meetings.

Experience:

- Experience of developing and implementing programme/project management approaches.
- Experience of working to performance related outcomes within tight deadlines.
- Evidence of strong delivery, analytical, organisational and engagement capability.
- Experience of working collaboratively across internal departments and with external stakeholders, partners and suppliers.

- Proven ability to utilise organisational skills and time keeping.

DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Project Management qualification such as APM, Prince2, or equivalent.

Knowledge & Skills:

- Innovative approach to solving problems.
- Knowledge and understanding of monitoring External Funding.
- Commitment to further Professional Development.
- A sound understanding of local government and the regeneration agenda.

Experience:

- Worked in a busy organisation and dealing with sensitive project/ programme matters, or within an existing PMO.
- Experience with stakeholder and financial management.

ADDITIONAL INFORMATION

The postholder must be able to travel across the borough.

Able to work outside traditional hours, of a weekend and evening as required, adopting an agile working approach in response to business requirements.

DATE OF APPROVAL: MARCH 2022

APPROVED BY: SALLY SHAH (AD CHIEF REGENERATION OFFICER)