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| **Job Title:** | PMO Analyst | **Job Holder:** |  |
| **Division:** | Maritime Solutions | **Dept/Sector:** | PMO |
| **Grade:** | SN/CC | **Skill Group:** | Project Management / PMO |

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| **Job Purpose:** |
| SEA is a market leading company delivering and supporting advanced solutions in both Maritime Defence and Intelligent Transport sectors.  In Defence, we provide state-of-the-art solutions for naval ship and fleet protection, submarine communications and undersea surveillance and communication systems and products. Our systems deliver rapid response to threat and system effectiveness and interoperation. Our systems support an ever-growing number of navies across the world.  Within Intelligent Transport, we supply high-integrity transport management software and systems, specifically developed for complex road and rail environments. Our multi-platform solutions enable and promote healthier, smarter cities while enhancing road and rail safety for all.  The PMO Analyst will play a critical role in supporting project management activities and ensuring projects are delivered effectively and efficiently. This role will require you to collaborate with Project and Programme Managers to track and trend project progress and conformance to agreed baselines. You will also be required to prepare reports and complete detailed analysis on project, programme and portfolio performance, supporting change requests.  This role will be required to support all projects Divisions at SEA. |
| **Primary Responsibilities**   * Develop, implement and maintain project management standards, templates, tools and best practices. * Ensure projects comply with organisational policies and methodologies. * Track and trend project progress against timelines, budgets, and deliverables. * Produce regular project status reports for stakeholders and senior management. * Support active management of risks, assumptions, issues, dependencies and opportunities, escalating them as appropriate. * Provide insights and recommendations for project improvement based on data analysis. * Assist with budgeting and financial tracking for projects. * Analyse cost variances and support the preparation of financial forecasts. * Support project managers in developing mitigation strategies and contingency plans. * Provide education, training and frontline support on the use of project management procedures, processes and tools. * Provide administrative support to Integrated Business Planning (IBP) project meetings, such as scheduling. * Assist in the implementation of change management within projects. * Complete project assurance audits * Ensure that projects align with strategic objectives and deliver expected value. * Maintain a repository of project documentation, lessons learned, and historical data. * Promote knowledge sharing and organisational learning across projects.   Travel may be required to other SEA sites as well as customer and supplier premises both in the UK and abroad. |
| **Skills/APM Competency Expectations**   1. Governance Arrangements: ‘Expert Level’ 2. Financial Management: ‘Expert Level’ 3. Assurance: ‘Expert Level’ 4. Change Control: ‘Proficient Level’ 5. Planning: ‘Expert Level’ 6. Integrated Planning: ‘Proficient Level’ 7. Risk, Opportunity, and Issue Management: ‘Proficient Level’ 8. Change Control: ‘Proficient Level’ |
| **Experience Required**   * Significant project support experience working across multiple, complex, projects concurrently. * Strong understanding of financial controls. * A manufacturing background, ideally working in an engineering design and development environment. * APM PMQ qualification, or equivalent. * Formal training in Scheduling, Risk and Project Controls |
| Reporting Line  The jobholder will report to the Head of PMO. |
| Job Location  The job will be located in Barnstaple or Bristol, with hybrid working patterns available. Typically 3 days in the office and 2 days working remotely (home or other site). |
| **Job Holder Declaration:**  I accept the purpose and key result areas of my role with SEA are as outlined above.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Line Manager Declaration:**  I confirm that the purpose and key result areas of this role are as outlined above have been agreed with me as line manager.  Signature:­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |