JOB DESCRIPTION

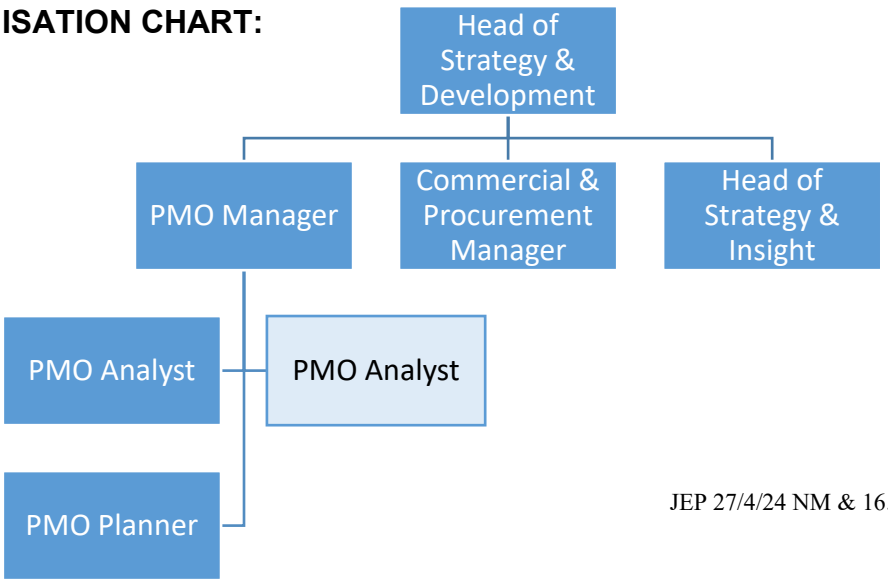
TITLE	PMO Analyst
POST NO:	PREF104893
DEPARTMENT:	Luton Rising
DIVISION:	Strategy & Development
RESPONSIBLE TO:	PMO Manager
GRADE:	L7

PURPOSE OF POST:

The post-holder will play a decisive part in delivering the company's objectives through providing project management support to Luton Rising projects and programmes, as tasked by the PMO Manager.

We are looking for a proactive and highly organised PMO Analyst to join our team at Luton Rising. In this role, you'll work closely with project and programme teams, supporting the delivery of key initiatives and ensuring activities run smoothly from start to finish. You'll be responsible for compiling clear, concise reports and dashboards for Programme Boards, helping to inform decision-making and shape the direction of projects. This is a fast-paced, dynamic role where you'll need to adapt quickly to changing priorities, troubleshoot any issues that arise, and ensure governance standards are maintained. You will also play a key role in coordinating and facilitating project events, workshops, and meetings - making sure outcomes are captured and actions progressed. Working with a wide range of stakeholders, from senior leaders to project delivery teams, you'll be a key contributor to the successful delivery of our portfolio.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES: **%**

1.	Support project leads as tasked by the PMO Manager. Utilise own project management experience and knowledge, calling in additional expertise from the PMO or wider Strategy & Development team when required. Be able to influence the writing of reports in an understandable way. Attend the PMO Boards, delivering aspects of the PMO reports for consideration, especially overspends and delays.	60
2.	Assist with business case development and project reporting. Advise on appropriate tools and templates to use, ensure proper procedures are adopted and products developed. Have the confidence and project experience to follow up on actions and assist project teams to follow the correct process and monitor their budget.	20
3.	Advise on work priorities, budget and staff resources, strategic and policy issues, organisation, and staff management issues. Deputise for the PMO Manager where necessary. Have the knowledge to monitor budgets to ensure there is no overspend.	10
4.	Develop and maintain positive relationships with both internal and external stakeholders influencing all parties to achieve desired outcomes, including process improvement of the PMO and LR Strategy & Development.	10

DIMENSIONS:

Supervisory Management: Supervision of contractors and consultants, and close coordination with fifteen others within LR Strategy & Development.

Financial Resources: Assist with the management of specific project budgets.

Physical Resources: N/A

Other: The post holder will demonstrate and champion the company's values.

CONTEXT:

London Luton Airport Limited (trading as Luton Rising), a company wholly owned by Luton Borough Council, is the UK's leading community airport. Through its strategic ownership and development of London Luton Airport, the Luton DART, and other assets, it makes a positive contribution to the achievement of the Luton 2040 Vision by acting as a catalyst for job creation economic growth and supporting public service delivery and the voluntary and community activity in Luton and the surrounding communities.

Physical Effort: N/A

Working Environment: Hybrid (smart agile working environment)
This will remain unless amended by Luton Council.

Person Specification: PMO Analyst

This acts as selection criteria and gives an outline of the types of persons and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected.
Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.				
Attributes	**Essential**	**How Measured**	**Desirable**	**How Measured**
Experience	Experience of working in a project team.	1, 2	Previous experience working in public sector as well as private sector.	1, 2
Skills and Abilities	Experienced in compiling well-written and grammatically correct documents and straightforward reports to be delivered at Programme Boards. Confident use of office IT systems and programs especially word processing, spreadsheet program and internet applications Demonstrable organisation skills and attention to detail, being able to manage multiple work streams, at different stages of process. Experience in facilitating important events and troubleshooting any issues. Experiences in working in a fast paced and changeable environment.	1, 2 1, 2 1, 2 1, 2 1, 2	Experience of providing evidence that they can confidently present to a varied audience.	1,2
Equality Issues	Ability to identify when discrimination is taking place in service delivery or in the workplace and able to take appropriate action where this is identified.	1,2		
Specialist Knowledge	Demonstrable knowledge of project management.	1, 2		
Education and Training	A fundamental qualification in Project Management, such as APM Project Fundamentals Qualification (PFQ).	1, 2	A higher Project Management qualification e.g. PRINCE2 or APM PMQ	4

Other Requirements	Able to attend occasional evening and weekend events, meetings, or engagements at or around the Borough.	1, 2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Jobholder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, particularly those relating to:

(i) Equal Opportunities
(ii) Health and Safety
(iii) Data Protection Act (2018) underpinned by the General Data Protection Regulation (2018)