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| **TITLE:** PMO Analyst |
| **TEAM/PROGRAMME:** Transformation Delivery | **LOCATION:** Worldwide: Any existing SCI location |
| **GRADE**: C Mid-Senior Level | **CONTRACT LENGTH:** 1-year FTC |
| **CHILD SAFEGUARDING:** Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check.  |
| **ROLE PURPOSE:** The PMO Analyst is a key member of the Portfolio Management Office team. This team is responsible for defining and maintaining the standards for portfolio management within the organisation, across 60 Country and Regional offices and 29 Member organisations. The PMO Analyst will be the PMO business partner for a sub-set of the projects within the Transformation Portfolio and is responsible for:* Driving development and adoption of good practice
* Coaching Project Managers and Project Leads in the application Transformation Delivery Lifecycle and PMO controls to their projects, including stage gate preparation
* Oversight of projects’ delivery status, risks and issues and plans, ensuring effective management of interdependencies, and escalation and intervention to senior leadership as required.
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| **SCOPE OF ROLE:** **Reports to:** Head of Portfolio Management and Reporting**Staff reporting to this post:** None**Budget Responsibilities:** No budgetary responsibility**Role Dimensions**: The role holder will work across a portfolio of c.15 global projects. Key stakeholders include the Transformation Delivery and IT Management Team, Project Managers, Project Leads, and Project Teams. |
| **KEY AREAS OF ACCOUNTABILITY:** **Development and adoption of good practice:*** Define and embed planning standards and robust effort estimation models across the portfolio.
* Develop best practice risk management process and tools for the project management community.
* Ensure that standard change control procedures and impact assessments are applied.
* Execute project health checks on an ad hoc basis and work with the project management teams to ensure gaps are addressed.

**Coaching:*** Train and coach Project Managers and Project Leads in the application of the Transformation Delivery Lifecycle and PMO controls to their project.
* Guide projects in the preparation of high quality stage gate and other approval documents.

**Delivery oversight:*** Oversee project planning processes – facilitate project-specific planning meetings and constructively challenge and validate project plans to ensure they are realistic, robust, and deliverable-oriented, working with project teams to improve as needed.
* Provide a key connection between the Project Managers and Portfolio Management team to ensure there is ownership for information on the integrated plan and clear accountability for delivery against the plan.
* Proactively engage stakeholders to ensure that dependencies have a clear owner, are built into relevant project plans and are being addressed. Identify the impacts of the dependencies on the integrated plan, and intervene when there are items which are not being proactively managed, initiating and driving appropriate action to ensure timely progress on dependencies when necessary.
* Maintain an awareness of the key risks and issues that could impact the critical path projects within your area of responsibility. Support projects to identify scenarios for mitigating risks or dealing with issues.
* Escalate, intervene, and facilitate decision-making as needed.
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to.

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:*** Honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** * PRINCE2 or Project Management Professional (PMP) qualification
* P3O qualification
* Or the role holder is expected to demonstrate relevant professional experience
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| **EXPERIENCE AND SKILLS****Essential*** Knowledge of project, programme, and portfolio management practices, standards, and methodologies.
* Significant prior experience in a PMO role, ideally in a programme or portfolio management office.
* Experience in the use of project and portfolio management tools such as Project Online.
* Experience of supporting tools and good practice adoption.
* A proactive and solutions-orientated approach; excellent problem solving skills, and the ability to identify and implement solutions.
* Able to build strong relationships within the organisation and influence others.
* Flexible and pragmatic attitude to work, happy to support others to achieve team goals.
* Ability to work at pace while maintaining high quality standards.
* Excellent communication skills, fluent in written and spoken English.
* Confident user of standard Microsoft applications, including MS Project, Excel, PowerPoint, and SharePoint.
* A commitment to Save the Children values.

**Desirable*** INGO experience.
* A second language. Preferably French, Spanish, Portuguese or Arabic.

**We can offer circa £39,900 per annum (If based in UK) with an option of flexible working hours. If the role is based outside of the UK, National T&C (including pay) will apply.****This role can be based in London or any existing Save the Children International Regional or Country office location on approval, provided the successful candidate has proof of eligibility to work from the preferred location.** |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |