

Role Title – PMO Analyst

Location – Head Office, Nottingham

Here at The Nottingham we are heavily investing in our IT systems and are amidst a key and exciting time with a large transformation agenda. To complete our team, we are recruiting for a PMO Analyst to support the delivery of the Society's strategic aims by providing direct support to projects, programmes and the portfolio of change as required.

The Project Management Office (PMO) is the information hub for projects and programmes within the Society's change portfolio, responsible for setting and maintaining project management standards, knowledge management, providing management information and quality assurance to support change delivery. This is a fantastic opportunity to support some exciting projects at The Nottingham and to work in a fast paced, forward thinking department with an excellent support network.

The Nottingham, who are we? We are *Accountable, Relevant, Respectful, Open, we Work Together* and we *Support our Communities*, these values form the foundations of our *Doing the Right Thing* culture.

Your contribution:

- Support delivery of projects or programmes through the provision and maintenance of project documentation such as RAID logs, project plans and financial information under the direction of the project or programme manager
- Support the planning, reporting, monitoring and control of projects and programmes within the change portfolio
- Update and maintain accurate project financial information in conjunction with senior managers and project managers
- Assist in the creation and collation of project documentation
- Arrange and provide support to project meetings (including minutes / actions, arranging meetings)
- Contribute to the maintenance and planning of IT resource to ensure the effective use of IT staff including management of timesheets and reporting of capitalised time
- Contribute to the continuous improvement of project and change management standards and processes

Your expertise:

- Knowledge of project management processes, tools and methods
- Knowledge of project management methodologies such as Waterfall, Agile and Hybrid approaches
- Working knowledge of data analysis and presentation techniques and tools
- Proven experience of full project lifecycle supporting delivery of projects, programmes or portfolios
- Strong communication and presentation skills, both written and verbal
- Excellent administration and time management skills

Please note that if your application is successful with The Nottingham you will be required to undergo background checks. All offers of employment are conditional on receipt of 3 years references and a satisfactory Financial and criminal records check.

Please read our job applicant privacy notice [here](#) to find out more information on the data we hold and collect from you, including what we do with that data, who we share your data with and your rights under Data Protection Regulations.