

# PMO ANALYST

**We're making a difference: Together, we can ensure that there is enough water for everyone, now and in the future.**

We are looking to hire a PMO Analyst to join our Programmes Department to support our exciting new Smart Metering Project!

This role will be supporting with the delivery of PMO activities within the PMO of the Universal Metering Programme. The programme is undertaking significant governance to deliver this strategic programme and requires a skilled PMO Analyst to ensure delivery of the core governance, risk, finances and planning.

## Key Responsibilities:

- Document and track the appropriate level of documentation and approval of the companies' programme/projects ensuring accuracy and compliance to process
- Maintain a repository of documents, processes, and templates managing all file structures in Teams and ensuring access to documents is controlled
- Provide information to Boards and Committees as required, producing project reports in line with required governance forum frequencies.
- Producing minutes and tracking actions from governance forums
- Look to improve existing PMO policies and processes through continuous improvement
- Providing onboarding and offboarding service to the programme and update resource profiles when new starters/movers are communicated

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**320,000**

Properties supplied  
with water



**170 Million**

Litres of drinking  
water per day



**21**

Natural water  
sources

CONTINUED



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**£36,396 - £45,034**

**GRADE 6 - 7**

**+ non-contractual bonus related to company performance of up to 6% of basic salary**

## Hours:

Full-time | Permanent

## Holiday:

24 days increasing up to 28 days, plus bank holidays

## Pension:

A generous pension scheme in which Portsmouth Water will contribute up to 15%

## Life assurance:

The life assurance scheme provides a death in service lump sum benefit of 4 times pensionable salary

**CLOSING DATE: 30 NOVEMBER 2023**

- Owning the Change Request (CR) process on behalf of the programme manager
- Support ad-hoc project support activities as required by the Programme/Project Managers,
- Ensuring that all internal staff have completed their timesheets as per plan. Any deviations noted and reported to the Programme/Project Managers
- Ensure that all items in the RAID log are updated by their respective owners
- Ensure that the project and programme plans are updated by the project and programme manager
- Ensure that the IT gate process is followed and demonstrate adherence to the gate criteria
- Work closely with other PMO bodies to provide assurance on financial management of the project/programme

### Skills and Competencies

- Strong communication skills, able to interact with a broad range of stakeholders (essential)
- Strong Administration and organisational skills (essential)
- Technologically literate with experience in use of BI, SharePoint, Teams, MS Office (Excel/Word) (essential)
- Proficiency in extracting data from multiple sources/systems (essential)
- Document and access control to Teams/SharePoint (essential)
- Maintaining control documents area and ensure accuracy (essential)
- Experience with planning and scheduling projects and programmes (essential)
- Experience using Microsoft Teams and SharePoint for project administration (essential)
- RAID management, ensuring project controls are maintained (essential)
- Some experience of Project or Portfolio Management systems (desirable)
- Some data analysis and reporting experience (desirable)
- Experience with Azure DevOps for Waterfall and Agile delivery (desirable)
- Formal PMO qualification (P3O or equivalent) (desirable)

### What can Portsmouth Water offer you?



Pension Scheme



Flexible Working Opportunities



Professional Development



Employee Assistance Program



Life Assurance



Annual Salary Review



Holiday Entitlement



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## Apply Today

If you have the skills and experience to excel as our PMO Analyst apply today at [jobs@portsmouthwater.co.uk](mailto:jobs@portsmouthwater.co.uk)

We recognise people want to work in a variety of different ways, this means we are happy to consider flexible working arrangements. Please talk to us at the interview about the flexibility you may want.

We support equality, diversity and inclusion and encourage applications from all sections of society. The Company has a responsibility to ensure that all employees are eligible to work and live in the UK.

Due to the high volume of applications received we are unable to respond to unsuccessful candidates. If your application is of interest to us, we will normally contact you within 2 weeks of receiving your application.

[Apply Now](#)