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| **Job Title** | Portfolio Management Office (PMO) Analyst |
| **School / Service** | Strategic Development & Delivery Directorate |
| **Grade and Salary Range** | Starting from £44,577 per annum, inclusive of London Weighting |
| **Location and Hybrid working status** | Docklands Campus & Hybrid-working |
| **Contract type** | Permanent, full time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The Strategic Development & Delivery team works in partnership with stakeholders across the institution, combining our specialist expertise, sector knowledge and institutional awareness to support the delivery of our vision to 2028 and beyond.

This is a new Directorate for UEL and comprises of four main portfolios: Insights & Decision Support, Strategy & Performance, Portfolio & Benefits, and Change & Improvement.  These facilitate effective decision making, improve our staff and student experience, and help deliver lasting positive change.

**JOB PURPOSE**

The Portfolio Management Office (PMO) Analyst will play a pivotal role by ensuring effective oversight and management of the University's portfolio of projects and programmes. They will contribute to the delivery of Vision 2028 projects and programmes through governance, guidance, reporting, and stakeholder engagement.

**KEY DUTIES AND RESPONSIBILITIES**

**Key activities:**

* Support the capture, validation and prioritisation of projects and programmes.
* Track progress and highlight trends across the portfolio, supporting regular reporting and escalation processes within the Portfolio & Benefits team.
* Responsible for maintaining the portfolio’s risks, issues, assumptions, and dependencies register.
* Support the identification, definition and tracking of benefits across the portfolio.
* Support programme/project managers during initiation and scoping stage, to ensure adoption of the correct tools and a standard approach to storing project information is achieved.
* Support and co-ordinate reviews of post-programme and post-project evaluation reports and benefits.
* Administration of the PPM (Project & Programme Management) hub, including championing the use and continual improvement of the tools, templates, and framework within the PPM Hub.
* Maintenance of training materials and content for the PPM Hub.
* Support the reporting process for Transformation Delivery Board (TDB) by collecting, analysing, and summarising information, risks, and dependencies, to enable stakeholders, sponsors, and leadership to make appropriate decisions.

**Key accountabilities:**

* Identify, manage, and escalate portfolio risks within the Portfolio & Benefits team, as required.
* Ensure timely delivery of PMO reporting requirements for the Transformation Delivery Board.
* Promote knowledge sharing and up-skilling in project and programme management activities.
* Maintain the Strategic Portfolio Benefits Register and schedule reviews as required.
* Establishing effective working relationships with all stakeholders and ensuring effective portfolio communications.
* Attend relevant project and programme governance and assurance boards, when required, to provide oversight and implementation updates.

**Key deliverables:**

* Creation and active management of the portfolio's RAIDDAL (Risks, Assumptions, Issues, Dependencies, Decisions & Lesson Learnt) log.
* Agreed elements of the portfolio reports to support the Transformation Delivery Board.
* Development and execution of the portfolio communication and engagement plan with senior management and/or comms specialist support.
* Engagement and influence with operational leads and senior managers across the University for consistent implementation of portfolio outcomes.
* Fulfilment of any other reasonable duties within the grade as required by the Head of Strategic PMO or Director of Portfolio & Benefits.
* Effective workload and priority management for oneself.

**Key relationships:**

* Director of Portfolio & Benefits
* Head of Strategic PMO
* Associate Director of Portfolio
* Portfolio and Benefits Team members
* Project & Programme Managers
* Other key staff within the Estates and IT PMO

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Demonstrable, substantive experience in full-lifecycle portfolio, programme, and project management
* Experienced and competent in the use of MS Office applications (specifically Word, Excel, and PowerPoint)

**Desirable**

* Experience working within PMOs within a higher education institution

**COMPETENCIES REQUIRED**

* Communication - Effective written and verbal communication skills, to help build strong professional relationships across departments and levels within the University.
* Project Delivery - You will have good working knowledge and skills in project delivery, with experience of working on projects, programmes, or portfolios.
* Analytical Skills and Insight - Ability to analyse data and present qualitative and quantitative information in a concise and meaningful way through working alongside programmes and other portfolio functions.
* Organisation - Excellent organisational and time management skills, with the ability to achieve results for multiple, simultaneous projects with competing demands.
* Resilience - Ability to work to tight timescales and adapt to changing circumstances, managing competing priorities, and ensuring delivery of quality products.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* Recognised project management qualification, e.g., PRINCE2 or PMO qualification

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!