

Job Description

Job Title	PMO Analyst
Directorate	Strategy & Change
Service Area	Transformation
Grade	6
Competency Level	2
Salary	£36,581 - £41,777
Job Type	Hybrid
Location	Agile
Disclosure and barring service (DBS)	Not required
Job Evaluation Ref No	

Job Purpose

To support the effective management of the council's projects, programmes and change portfolios (P3M) by developing and maintaining systems and processes for collating, analysing and reporting on key information including scope, progress, risks & issues and benefits. The PMO Analyst will help to ensure adherence to agreed standards and processes and will contribute to continuous improvement of PMO practices.

Directly Responsible For:

No line management responsibilities



Directly Responsible To:

Portfolio / PMO Performance & Reporting Lead

Main Areas of Responsibility:

Analytics & Reporting:

Collate and analyse project, programme and portfolio management (P3M) data to produce high-quality reports for boards and senior management. Maintain dashboards and performance metrics to support decision-making.

Systems & Processes

Develop and maintain systems for data collection, analysis and reporting focused on one-version-of-the-truth, automation/AI and ease of use and access.

Benefits Tracking:

Monitor financial and non-financial benefits performance at the portfolio level, ensuring alignment with key aims and objectives.

Risk & Issue Management:

Maintain and analyse portfolio level RAID logs and ensure risks and issues are appropriately escalated and mitigated.

Stakeholder Engagement:

Liaise with project managers, programme leads, and other stakeholders to ensure consistent application of PMO standards and processes.

Planning & Scheduling:

Support delivery teams with planning activities, ensuring alignment with portfolio timelines and dependencies.

Governance & Assurance:

Help to monitor compliance with project governance frameworks and escalate risks

or deviations. Help to provide assurance to senior stakeholders that projects are on track to deliver intended outcomes.

Information Management

Ensure good-practice data and information management across the Council's projects, programmes and portfolios, as well as identifying and mitigating data and information risks and issues.

Process Improvement:

Contribute to the development and refinement of PMO processes, templates, and tools

Supervision and Management Responsibility:

- No direct line management responsibilities
- Expected to work collaboratively across teams and influence without authority
- Supervise delivery teams to understand and comply with PMO processes

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Accountable for accurate financial benefits tracking and reporting

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level – **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Educated to degree level or have relevant experience (A)
- Proficiency in Microsoft Office applications including Excel, PowerPoint, Outlook, and Teams (A)
- Proficiency / training in PPM tools and Microsoft or equivalent apps (e.g. MS Planner, Power BI, SharePoint, MS Lists) (A)

Desirable

- Project, programme or portfolio management qualification (e.g. Prince 2, MSP, MoP)
- PMO qualification (P3O)

Experience

Essential

- Demonstrable experience in data analysis and reporting for project performance and governance (A, I, P)
- Experience of working on projects within a structured PMO or project environment (A, I)
- Experience of maintaining RAID logs and supporting risk and issue management processes (A, I)

Desirable

- Experience of working in local government or similar public sector settings
- Experience in public sector transformation programmes
- Familiarity with democratic processes and stakeholder engagement

Skills/Abilities

Essential

- Strong analytical and reporting skills - able to analyse complex data and produce insightful reports (including commentary on performance) for varied audiences (A, I, P)
- Able to understand programme hierarchies and escalation routes and thresholds (A, I)
- Able to maintain logs and escalate appropriately (A, I)
- Understands benefit tracking and can support benefit reporting. Can analyse benefits across a number of programmes or project to identify aggregated benefits positions as well as overlaps and conflicts. Able to identify double counting of benefits (A, I, P)
- Can aid in reducing the need for manual tasks such as data collection, reporting and distribution (A, I)
- Can manage portfolio level data and establish and administer portfolio baselines (A, I)

Desirable

- Understands stakeholder needs and can support comms and engagement activities
- Able to understand and apply governance frameworks

- Able to support planning activities and manage dependencies

Commitment

Essential

- Strong commitment to equality of opportunity, staff development and continuous improvement (A)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council