

Job Description and Person Specification Programme Analyst

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Job Description

Directorate Strategy and Change	Grade F
Service Programme Management Office	Job evaluation number A3497
Reports to Programme Manager	Responsible for N/A

Job purpose and role

- Responsible for supporting the Programme Manager and project managers to co-ordinate, plan and control strategic programmes and projects across the business. Acting as the steward and primary controller of programme and project information, the Programme Analyst will use their analytical, administrative and organisation skills to oversee the co-ordination of issues, risks, change control and programme/project documentation to inform decision making and thinking on strategic priorities and change initiatives.
- We all uphold and promote the following values through our everyday conduct. Below are our values – our way of life.
 - Considerate
 - Collaborative
 - Ambitious
 - Accountable

Main duties and key result areas

- Define and document procedures in accordance with agreed methodology and ensure programme and project managers are familiar and comply with the agreed methodology and programme governance processes.
- Ensure the agreed programme and project management methods, standards and processes are in place and are maintained throughout the project lifecycle.
- Advise and assist project team members in the application of project processes, disciplines and

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recording and reporting standards.

- Where necessary, support colleagues with the management of smaller non-strategic programmes and projects to embed project management disciplines and support change across the business.
- Assist the Programme Manager and other project managers and leads in the production and maintenance of briefs, project plans, risk, issue and action logs and closure reports.
- Establish and maintain a programme and project library, filing, recording and reporting systems.
- Set up and maintain programme and project files and which include all appropriate programme and project documentation.
- Maintain strategic programme risk and issue logs and change control records and establish document control processes, ensuring plans are updated where appropriate.
- Administer and support programme and project quality review processes.
- Co-ordinate the production of reports including programme/project summaries and updates and packs for Programme Steering Group and other stakeholder groups.
- Co-ordinate and set up programme/project meetings, prepare packs in advance of meetings, take minutes at the meetings and follow up actions to facilitate closure.
- Work with the project accountant and project managers to set up and maintain systems for recording project costs; track expenditure; capture actual costs and forecast expenditure on a regular basis.
- Support effective communication mechanisms between the project teams.
- Undertake any other administrative tasks as specified by the Programme Manager.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved
- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement
- Contribute to development of and strive to meet departmental, team and individual targets
- Participate in the staff appraisal and development scheme, one to one performance discussions

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and attend identified training to ensure continuous learning and improvement

- Undertake their duties with due regard to safeguarding our customers
- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures
- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so
- Promote value for money and continuous improvement within the service area
- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Signed _____ Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
1		New role

Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Strong ICT skills, with advanced Microsoft Excel, word and access	E
	Strong analytical and evaluation skills and the ability to make recommendations based on data analysis	E
	Strong organisation and administration skills including arranging and facilitating programme and project meetings and events	E
	Ability to prepare reports and deliver presentations to stakeholders	E
Knowledge and experience	Experience of working in a programme management office or as part of a project team	D
	Demonstrable experience of providing support to programmes and projects to monitor progress and ensure the achievement of business and stakeholder benefits	E
	Experience in using project planning technologies such as Microsoft project; SharePoint; Visio; or Project in a Box	E
	Experience of establishing systems and processes and managing projects and monitoring their progress	D
	Experience of working with systems and data to report progress, risks and budget performance	E
	Experience of co-ordinating meetings and creating and providing information on programme and project progress to a varied group of internal and external stakeholders	E
	Knowledge and experience of the social housing sector	D
Qualifications	Recognised professional qualification in the field of programme and project management (Prince 2)	D
	Evidence of continued professional development	D
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E