**Why Nexus?**

Metro and the wider public transport network is the life blood of North East England. Nexus and the people who work for us are the heart of that network, keeping millions of customers on the move. We make sure our customers are at the heart of everything we do and we employ c.1000 employees to ensure they all have a great experience, no matter where their final destination.

**The role – Programme Management Analyst (PMO) Analyst**

We are looking to appoint a Programme Management Office (PMO) Analyst to support the development and delivery of Nexus’ Major Projects across the organisation. Nexus are currently managing a huge portfolio of Rail, Infrastructure and other multidisciplinary public transport related projects. Reporting to the Programme Controls Manager, this role works closely with Project Managers providing support, challenge and analysis of the programme through regular project reviews and reporting. The PMO Analyst is also responsible for contributing to the development and implementation of new tools and processes. This role also provides planning support to the delivery of major projects across Nexus.

**The person**

We are looking for some who is adaptable, hard working and most importantly, with attention to detail. The successful candidate will be educated to degree level or equivalent in a relevant subject, or have a recognised Project Management qualification and will have strong analytical skills with the ability to rapidly assimilate and present both numeric and verbal information. An understanding of the full lifecycle of projects is essential.

Exposure to Project and Programme Planning tools is advantageous although training in Primavera P6 will be available to the successful candidate.

More information can be found in the job description and person specification.

* be employed within the Council or a local business we work with
* earn a wage not less than the minimum wage for an apprentice / my age
* follow a structured training programme
* receive both on and off the job training
* develop their skills to ensure they can do the job well

As an apprentice, you’ll undertake your programme during your normal work time. Your employer will be expected to release you to study at least one day a week in our training centre as part of your paid time at work.

Although the programme can be demanding, it is also extremely rewarding and career progression for apprentices is excellent. Over 90% of our  apprentices move into a higher apprenticeship or full employment on completion. **What can Nexus offer you?**

* Salary Band 4 - £26,456 - £39,688 per annum
* 27 days annual leave, plus bank holidays
* 36 hours per week and the opportunity to work on a flexi basis, within the demands of business need
* A suite of work life balance policies, including Homeworking Policy
* You will be automatically enrolled into the Local Government Pension Scheme (LGPS) Contributions are 6.8%of Gross Pay.
* Free travel within Tyne and Wear on Metro, Buses and the Shields Ferry
* Access to an Employee Assistance Programme and a healthcare scheme for you and your family

**How to apply**

Please apply online at [www.northeastjobs.org.uk](http://www.northeastjobs.org.uk)

Closing date for applications is **27 June 2021**

If offered a position with Nexus, we will provide a conditional offer subject to passing a satisfactory medical assessment by a Nexus specified Medical Officer, satisfactory references and evidence of relevant qualifications

**Other information**

Nexus is doing everything it can to review and respond to how we approach our selection and induction processes during the Covid-19 pandemic.

At Nexus, the safety of our employees is the first thing we consider every day and we are being as flexible as we can to make the recruitment process as safe and as smooth as possible.

The spread of Coronavirus presents new challenges in making sure our workforce is protected, while we continue to provide safe public transport for our passengers.

We follow closely the advice from Public Health England and update our risk assessments regularly in line with the evolving detailed Government guidance to keep our employees safe.

Nexus work within a suite of policies, which will be available to you when successful in a position.

**Come and be part of our story**

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