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| **Role Purpose:** To support the Project Management Office in the monitoring and implementation of projects and programmes. |
| **Outcomes:**   * Contribute to establishing and maintaining project/programme structures throughout the project lifecycle * To interpret and apply the agreed project management standards, processes and tools to ensure a methodical and consistent approach across projects * To demonstrate up to date knowledge of project status through the ability to answer queries/resolve issues in the absence of the Programme or Project Manager * To manage and maintain up to date project documentation – risk and issue logs, dependency logs, product management/quality logs, lessons learnt and change registers, programme and project plans * To identify and contribute to solving problems in the control of project risks/issues, assumptions, changes and dependencies and informing the relevant project team member of progress * Produce clear, concise and consistent project documentation using SRA approved guidelines and templates as appropriate * To produce timely and accurate meeting minutes and action tracking * Arrange and facilitate project related meetings and workshops * Analysis of financial data and reconciliation with local project financial records |
| **Knowledge, Skills & Experience:**  **Essential**   * Knowledge of formal project methodology * Experience of working in a Prince2 environment * Ability to forward plan using MS Office and diary/schedule management * Experience and understanding of maintaining risk and issues logs * Ability to support others in their adherence to project processes and methodology * Strong communication skills both written and verbal * Excellent organisation skills * Experience of facilitating meetings/workshops including accurate minute taking of meeting decisions and actions * Ability to liaise with internal/external stakeholders in a confident manner * Team player who is able to use initiative and work well under pressure * Understand the importance of quality assurance within a project environment   **Desirable**   * Prince2 Foundation qualification or equivalent * MS Office Suite Project and Visio * Project planning ability |