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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
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| **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
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