

## PMO Analyst

### Job Description

At Lanware, we aim to be the leading technology service provider to the financial world. We enable our clients to drive their business by being their trusted technology partner. We place service before sales. We're flexible without compromising standards. We're highly selective in our people, the technology we use, the industry and our clients.

Lanware's Project Management Office (PMO) adheres to industry best practice, conforms to internal processes and delivers results in a consistent manner. Much of the solutions that Lanware deliver have a degree of similarity and the PMO constantly ensures that opportunities to replicate past successes (and learn through improvements) are capitalised upon. The PMO delivers projects for prospect clients 'in-bid' and current clients 'in contract' as well as transitioning the former to the latter. This is in addition to working with Business Development colleagues on professional service engagements and supporting internal initiatives, projects and proof of concepts.

As Lanware's PMO Analyst, you will be responsible for supporting the PMO and the successful delivery of all Lanware projects.

### Key responsibilities

- ⌘ Creation of project governance and folder structure in preparation of new project delivery. Including the setup of project cost model and financial structure within PWA.
- ⌘ Manage and delivery the small works program of projects, and track tasks and delivery to completion.
- ⌘ Maintain the PMO and Resources mailboxes responding to requests and working with the wider project team to deliver all project workstreams.
- ⌘ Take ownership of small client work packages; creating timeline and project deliverables/ resources to complete these projects.
- ⌘ Monitor, measure and audit of projects against Lanware standards and governance structure with associated remediation and action plans
- ⌘ Identifying the roles and responsibilities of each project team member to ensure governance is followed;
- ⌘ Listing out potential problems and chances of deviance from the project methodology, the probability of such occurrences, the possible impact, and resolutions;
- ⌘ Creating forms and templates to simplify communication, record-keeping and reporting;
- ⌘ Tracking projects by:
  - Collecting Program Status Information, updating cycle of work plans, and issues and changes collected from project leads at routine intervals, usually every two weeks;
  - Consolidation and analysis of the data collected from program status information, comparing results with the baseline and communicating the status to the management for review;
  - Monitor Corrective Action, if required, as decided by the management through the process of change process;
  - Responsible for gathering and archiving project experience and reusable data during the course of the project to improve project management methods in the future.

### Ideal candidate profile

- ⌘ Proven work experience as a PMO Analyst or a similar role with transferable skills;
- ⌘ Strong organisational skills with the ability to manage a busy workload and adjust priorities as necessary in response to changing circumstances or problems, in order to ensure that deadlines are met;
- ⌘ An understanding of the Project Lifecycle;
- ⌘ Strong interpersonal skills with the ability to build and maintain good working relationships with a wide range of people at all levels of seniority both internally and externally;
- ⌘ Able to produce written materials for a range of different audiences, for example project board papers, minutes, presentations, web and social media content;
- ⌘ Strong reporting skills and the ability to manage process;
- ⌘ Strong level of numeracy with the ability to understand, monitor and explain expenditure and budget information;

- ⊗ Excellent verbal and written communication skills with the ability to convey information clearly and effectively;
- ⊗ Extensive experience in Microsoft Office packages especially Word, Excel, Project and PowerPoint.

### **Additional information**

- ⊗ P3O or Agile experience would be desirable;
- ⊗ All candidates must be willing to work in London;
- ⊗ This role may necessitate some varied working hours to accommodate project work;
- ⊗ The role may involve the manual handling of company/client equipment from time to time.