

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>9RT</b>	<b>Role Title</b>	<b>Programme Management Office - Analyst</b>
<b>Grade</b>	PS9	<b>Reports to (role title)</b>	<b>PMO Manager</b>
		<b>Directorate/School</b>	<b>Place</b>
<b>JE Band</b>	314-370	<b>Service / Department</b>	<b>Place Operations &amp; Support</b>
		<b>Date Role Profile was created</b>	<b>Jun-25</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<ol style="list-style-type: none"> <li>1. Provide assurance that projects and programmes within the capital portfolio are compliant with relevant governance policies and frameworks.</li> <li>2. Provide advice and guidance to colleagues across the Directorate on policies, standards, procedures, methods and tools and techniques to align programme delivery with industry best practice, legal and regulatory frameworks.</li> <li>3. Support development, maintenance and continuous improvement of a central repository of governance templates, policies and procedures.</li> <li>4. Maintain a central repository of key project information, and produce performance reports on projects in delivery, as well as a forward view of pipeline projects.</li> <li>5. Support PMO Manager in resource &amp; financial planning activities relating to the portfolio plan &amp; pipeline.</li> <li>6. Provide administrative support in key governance forums (scheduling, minute taking, tracking actions).</li> <li>7. Work with other functions across Surrey County Council (e.g. Finance, Procurement, Legal) to align key governance processes and data wherever possible.</li> <li>8. Assist and coordinate audit activity in major projects, including providing advice and guidance in planning, agreeing, and closing of audit actions within timescales.</li> <li>9. Conduct delivery assurance reviews, producing reports, documenting evidence and presenting findings to the PMO Manager and Group Manager as required.</li> <li>10. Support in growing a positive culture towards programme governance within Surrey County Council.</li> </ol>
<b>Work Context</b>	The function of the Programme Management Office is to provide project delivery oversight and performance monitoring of the County Council's Capital Programme whilst ensuring all projects are managed and delivered using consistent programme and project management methodologies. The team works with a diverse range of partners/ stakeholders both internally and externally to support the Programme and Project Managers within the Directorate. The Place Directorate Capital Programme includes multi-million pound highway, environmental and waste schemes.
<b>Line management responsibility</b> if applicable	N/A
<b>Budget responsibility</b> if applicable	While there are no direct budget responsibilities, the role will include project financial assurance as part of the PMO function.
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Input as required to the development of strategies and policies.</li> <li>• Provide guidance and support to stakeholders as required to ensure policy and specification compliance.</li> </ul> <p>People &amp; partnerships</p> <ul style="list-style-type: none"> <li>• Deliver high quality technical advice/ services engaging a range of stakeholders.</li> <li>• Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate.</li> <li>• May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• Ensure that work and projects are delivered within agreed resources and assist with budget/resource management in accordance with organisational policies and procedures.</li> <li>• May have delegated responsibility for a budget(s).</li> </ul> <p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Appropriate technical qualification at Degree, HND or HNC level.</li> <li>• May require a specialist technical qualification or membership of an appropriate professional institution.</li> <li>• Sound understanding of subject matter, legislation, principles and practices relevant to the technical area.</li> <li>• Ability to apply project management principles and techniques to manage a range of projects through to completion.</li> <li>• Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public.</li> <li>• Ability to work on own initiative, with solution focused problem solving skills.</li> <li>• Proven written and oral communication with the ability to engage and work in collaboration with others.</li> <li>• Comprehensive knowledge of computerised business systems.</li> </ul>

<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<ul style="list-style-type: none"> <li>•Strong communication and interpersonal skills.</li> <li>•Understanding of project &amp; programme management frameworks, policies, tools &amp; templates.</li> <li>•Research and analytical skills, with a high level of attention to detail.</li> <li>•Knowledge management techniques.</li> <li>•Excellent written communication skills.</li> <li>•Determined and focused approach to complete a task.</li> <li>•Experience working within a PMO including scheduling, cost control, risk management and configuration control.</li> <li>•Experience in resource management, planning and forecasting.</li> <li>•A relevant professional qualification (P3O, APM, MSP etc) is desirable.</li> </ul>
<b>Role Summary</b>	<p>Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>