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## JOB DESCRIPTION

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**Job Title:** PMO Planning and Resourcing Analyst

**Grade:** C

**Department:** IT Department

**Main purpose of job:**

We are seeking a detail-oriented and analytical PMO Planning and Resourcing Analyst to join our dynamic Project Management Office. The ideal candidate will support the PMO in planning, tracking, and analysing the performance of various projects and programs within the organisation. Including producing and managing high level portfolio and resource plans on a 3, 6, 9 and 12 months. This role requires strong analytical skills, attention to detail, and the ability to work collaboratively with cross-functional teams to ensure effective project planning and execution.

**Responsible to:** Portfolio Delivery Manager

**Budgetary responsibilities:** No direct department budget responsibilities. Will be responsible for the providing up to date portfolio planning and resourcing forecasts.

**Responsible for (staff/jobs):** No direct reports but will have responsibility for managing resources levels across IT specific project activities and tasks.

**Key Job Responsibilities:**

**Project Planning & Coordination:**

- Assist in the development and maintenance of project plans, schedules, and resourcing.
- Coordinate with project managers and team members to gather necessary project data.
- Support resource allocation and capacity planning efforts.
- Conduct reviews of portfolio plans at 3, 6, 9, and 12-month intervals to ensure alignment with delivery goals and timelines.
- Maintain a 12-month portfolio plan, consolidating inputs from in flight projects, the backlog and new demand,
- Overlay the 6 and 12-month plan with milestones and deadlines for in flight projects and new demand.
- Overlay the 6 and 12-month plan with resource profiles and engage with functional management to support capability building (and reduction) to support the plan,

- Overlay the 6 and 12-month plan with a consolidated budget view & projection, engaging with cost centre owners to predict and smooth out expenditure plans to ensure optimal resource utilisation and project efficiency.

**Data Analysis & Reporting:**

- Collect, analyse, and report on project performance metrics, including estimation, costs, timeline, and quality.
- Develop and maintain dashboards and reports to provide insights into project status against plans
- Identify trends, risks, and opportunities from project data to support decision-making.
- Conduct key date reviews to monitor critical project milestones and deliverables.
- Organise and lead slippage meetings to address project delays and develop corrective action plans.

**Process Improvement:**

- Evaluate current project management processes and identify areas for improvement.
- Assist in the development and implementation of new processes and best practices to enhance project delivery.
- Conduct training and support sessions for project management tools and methodologies.

**Risk Management:**

- Assist in identifying, assessing, and monitoring project risks and issues.
- Support the development and implementation of risk mitigation strategies.

**Stakeholder Communication:**

- Prepare and deliver presentations and reports to stakeholders, including senior management.
- Facilitate effective communication and collaboration among project teams and stakeholders.

## **CAF Values and Behavioural Indicators**

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

**Dated:** June 2024

## PERSON SPECIFICATION

**Job title:** PMO Planning and Resourcing Analyst  
**Date:** June 2024

Attributes	Essential	Desirable	How Evidenced
<b>Experience</b> <ul style="list-style-type: none"> <li>• Has led been involved in Portfolio and resource profiling</li> <li>• Has been involved in the complete project cycle of a number of IT projects</li> <li>• Experience in continuous process improvement and implementation of quality standards for software development processes</li> <li>• Experienced in dealing with complex planning activities and breaking them down into understandable pieces</li> <li>• Experience of advanced program-management concepts (e.g., resource planning, reporting, prioritisation, and trade-offs)</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li></li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li>✓</li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> <li></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Qualifications</b></li> <li>• Degree, or equivalent project management qualification</li> </ul> <p>Experience / qualification in financial / accounting systems or software</p>		<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>E</li> <li>E</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Specialist Skills/ Ability/Knowledge</b></li> <li>• Project planning</li> <li>• MS project and Jira</li> <li>• Stakeholder management</li> <li>• Risk management</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Communication</b></li> <li>• Good written and verbal skills</li> <li>• Develops relationships with client personnel that foster client ties</li> <li>• Continually seeks opportunities to increase customer satisfaction &amp; deepen client relationships</li> <li>• Good facilitation and documentation experience</li> <li>• Able to deliver informative and well organised presentations</li> <li>• Ability to build and manage relationships with third party suppliers</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li></li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> <li></li> <li></li> <li></li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> </ul>

<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Gravitas / credibility</li> <li>• Self starter / high level of motivation</li> <li>• Precise</li> <li>• Tenacious</li> <li>• Comfortable juggling various pieces of work at one time</li> <li>• Comfortable with ambiguity and has a flexible approach</li> <li>• Pushes creative thinking beyond the boundaries of existing practices</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> <li>EC</li> </ul>
<p><b>Prior to Appointment</b></p> <ul style="list-style-type: none"> <li>• Credit Check</li> <li>• Dow Jones Check</li> <li>• Basic DBS Check</li> <li>• Employment References</li> <li>• Medical Clearance</li> <li>• Right to Work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		<ul style="list-style-type: none"> <li>R/E</li> </ul>

**Key**

R = References, E = Evidence/Certificates, A = Application, C = Competency Interview, T = Testing/Assessment