



Job description

PMO Analyst (Growth Strategy Programme)

December 2020

Company context

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched partnerships with 22 universities in Europe, North America and Asia. We have enrolled over 67,000 students from 166 countries and now have about 1700 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

Role context

INTO is embarking on an ambitious programme to grow its business. This requires:

- enhancement of existing services
- development of new products
- redesigning business processes for scaled-up operations
- significant investment in new technology
- extensive sales and marketing activities
- engaging with educational advisors, and university and commercial partners

A PMO analyst is required to join the Programme Office, which is responsible for programme oversight.

Reporting line

The role reports to the Programme Office Manager.

Job purpose

The PMO Analyst will contribute to the timely delivery of the Growth Strategy Programme by:

- supporting Steering Group meeting planning and action follow up
- tracking and reporting on workstream progress (eg against agreed milestones)
- identifying and tracking dependencies
- capturing and analysing risks and issues
- maintaining the programme's RAID Log and plan

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Key accountabilities and duties

1. Planning and Co-ordination
 - Help to ensure each workstream has appropriate project management and control processes in place
 - Maintain a plan and action log for each workstream, proactively following up on progress and anticipating issues
 - Support the coordination of work within and across workstreams, including maintaining a log of interdependencies
 - Prepare progress reports
2. Assist the Programme Manager, Workstream Leads and Product Owners with managing programme delivery
 - Capture and analyse risks and issues, escalating items to the Programme Manager as required
 - Maintain a log of important decisions and assumptions
 - Support the process of setting Steering Group agendas and preparing meeting materials
 - Record Steering Group actions and decisions, and maintain the programme RAID Log
3. Work with the INTO Project Management Office (PMO) to assist with cross-programme reporting and co-ordination

The job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments which may impact upon your job duties or methods of working.

Location

The role is currently home-based, with occasional programme team meetings being held in London. Longer-term the post will be based in Brighton. Many programme meetings involve colleagues situated in Asia and/or the US, so it will be necessary to attend some meetings outside of normal core UK business hours.

Travel within the UK and abroad may be necessary and flexibility is required to meet the demands of the post, including occasional weekend working. The post holder may be reasonably required to work from any INTO or partner location at any time.

Safeguarding

As part of our safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;

- appropriate suitability checks will be required prior to confirmation of appointment.

This role may meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. If so, all applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

Please see the next page for person specification...

Person specification

	Essential	Desirable
Legal status	<ul style="list-style-type: none"> • Must be eligible to work in UK 	
Education/ qualifications	<ul style="list-style-type: none"> • Knowledge of project management methodology • Demonstrated proficiency in Microsoft Office 	<ul style="list-style-type: none"> • Project Management certification; eg APM or PRINCE2
Experience/skills	<ul style="list-style-type: none"> • Strong organisational and administration skills • Practical experience of applying project support techniques and tools; eg: <ul style="list-style-type: none"> ○ Planning and tracking ○ Risk/issue management ○ Preparing project comms ○ RAID Log maintenance ○ Progress reporting ○ Meeting organisation and follow-up • Excellent verbal and written communication skills • Good negotiation skills • Exposure to business change programmes with technology enablement 	<ul style="list-style-type: none"> • Some PM experience (eg gained through leading smaller projects) • Previous hands-on role in large business change programmes with technology enablement • Worked within a global organisation