



Job Description

PMO Analyst

Role Description (purpose):

The PMO Analyst will support the development of the new Programme Management Office capability within Carnival Corporate Shipbuilding. They will work with a range of stakeholders across a number of work streams, contributing to the development of new processes and solutions. The work streams will include (but are not limited to) Risk Management, Project & Portfolio Performance Reporting, Portfolio Planning, Resource Forecasting, and driving Continuous Performance.

RUI: (if updating existing JD)		Grade:		DBS check required N Y/N:
Directorate: (Operating Company where Applicable)	Carnival Corporate Shipbuilding	Reports to:	Senior Manager, PMO & Project Administration	
Function:	Contract Management	Team:	PMO	
Direct reports :	None			

Accountabilities

- Support a number of work streams to develop the PMO capability in CCS, performing analysis and setting up tools / templates as needed.
- Champion a consistent approach, including standard policies, processes and templates, to project management across all projects in the CCS portfolio, ensuring that this is aligned to any corporate project management or PMO approach
- Establish an effective process for managing Risks and Opportunities across CCS, ensuring that these are assessed and reported appropriately.
- Support the creation of an effective method (and toolset) for integrating the high level schedules for all the Projects, ensuring that key dependencies are captured
- Perform resource analysis at the portfolio level, to help forecast demand and manage workload of teams in CCS
- Produce dashboard-style reporting with a level of detail that is appropriate for the associated project, programme or portfolio levels and supports the hierarchy of meetings
- Support the Learning from Experience process during the closure phase of projects, ensuring that there are clear actions with owners to address the main issues for the next project
- Review and analyse data to provide accurate and informed management information that meets stakeholder requirements and guides the business in programme and portfolio decision making
- Highlight potential issues indicated by the Management Information and escalate if necessary
- Identify and produce KPIs that give meaningful insight in to the performance of Projects and the Portfolio, establishing an appropriate set of norms over time
- Document PMO processes and assist other teams to document processes effectively

Health, Environment, Safety, Security (HESS) Responsibilities

- Lead by example by taking care of the health and safety of you and others
- Report all accidents, 'near miss' incidents and work related ill health conditions to your manager
- Follow safety rules and procedures
- Use work equipment, personal protective equipment, substances, and safety devices correctly
- Take part in safety training & risk assessments and suggest ways of reducing risks
- Appoint shore side risk assessment Subject Matter Experts as required to review and approve risk assessments
- Actively promote safe working within your team and encourage safe behaviours
- Demonstrate safety leadership in accordance with our safety leadership behaviours

General Responsibilities

- Adheres to Corporate Policies and Procedures, including Code of Conduct, Audit Procedures and any control related responsibility for financial data entered, stored, or reported via business systems within employee's control (list not exhaustive).
- To undertake ad hoc duties as required.

Scope:

The Contract Management division of CCS is accountable for managing the cruise new build projects for all brands within Carnival Corporation. The PMO Analyst will support the PMO Manager and Senior Analyst in developing the new Programme Management Office capability within Carnival Corporate Shipbuilding, and performing regular PMO tasks.

Problem solving:

- Develop effective solutions to provide useful and accurate Management Information, using data from the most relevant sources and presented in the most effective way

Impact (what impact will the role holder have on the team/ department/ function/ stakeholders):

- Promotion of best practice within CCS, particularly Project Management practice
- Contributing to the development of the PMO capability within CCS and driving continuous improvement

Governance

- Keep process documents up to date and ensure that Projects adhere to the processes
- Highlight and/or escalate potential project issues indicated by the Management Information

Leadership (what level of management is required, i.e. multiple teams, or small teams) :

- Managing workloads across multiple work streams and projects across CCS
- In order to standardise existing process and develop new, this role will be leading change initiatives and needs to influence how Project Managers are working

Demonstrable Behaviours (what needs to be demonstrated in 'how' to be successful in the role) :

- Excellent Analytical, conceptual, and problem-solving abilities
- Strong communicator in all its forms across all levels of the organisation
- Able to work across multiple work streams and projects with competing priorities, prioritising where appropriate and clarifying deadlines if required
- Decisive, 'can do' attitude whilst maintaining a clear focus on problem solving and seeing action through to delivery
- Excellent attention to detail, particularly in terms of data analysis and presenting management information
- Must be comfortable to work on new initiatives

Knowledge, Experience and Qualifications required:

Qualifications – essential:

- Degree or equivalent qualification

Knowledge/ Experience – essential:

- Excellent Analytical, conceptual, and problem-solving abilities
- Data analysis and experience of developing MI reports
- Excellent Microsoft Excel skills, including pivot tables and complex formulae
- Knowledge of ERP Systems & Document Management Systems

Qualifications – desirable:

- Project Management qualification such as APMP/APM PMQ or Prince 2

Knowledge/ Experience – desirable:

- Planning experience, including scheduling and resource forecasting
- Experience of working across multiple projects in a program or portfolio
- Strong understanding of relational databases
- Knowledge of the Maritime industry

<ul style="list-style-type: none"> • Understanding of Standard Risk Identification and Assessment techniques 		<ul style="list-style-type: none"> • Experience of producing and maintaining process documentation • Previous experience of providing governance support to projects • Experience of developing new solutions and managing multiple stakeholders 		
Issue Date:		Issued by (name):		
REWARD ONLY	Grade:	RUI:	Date Approved:	Initials: