

PMO Analyst (OSD Band 4/HEO)

Health and Safety Executive

Apply before 11:59 pm on Monday 4th April 2022



Details

Reference number

195421

Salary

£31,663 - £35,906

Grade

Higher Executive Officer
Band 4

Contract type

Fixed Term

Length of employment

25 months

Business area

HSE - Operational Services Division (OSD)

Type of role

Digital
Project Delivery

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of posts

2

Location

East Midlands (region), East of England (region), North East (region), North West (region), Scotland, South East (region), South West (region), Wales

About the job

Summary

Diverse perspectives and experiences are critical to our success and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role. We look forward to receiving your application.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Health and Safety Executive (HSE) is the independent regulator for work-related health and safety. Our purpose is to protect people and places – we save lives and we are highly regarded both nationally and internationally. The benefits that our work brings to business, workers and the UK economy are clear. Improved health and safety risk management protects workers and translates into reduced sickness absence, lower healthcare and welfare costs, and better productivity.

Job description

The PMO Analyst role is embedded within HSE's P3MO and is specifically embedded into the Delivery Assurance function. The purpose of the role is to define and implement an effective 2nd line assurance model, as part of HSE's integrated assurance approach. The role will include providing assurance on the effectiveness of change delivery, taking into account best practice delivery frameworks, GDS, compliance and locally agreed practices.

Responsibilities

Assurance - Define and implement the agreed assurance approach/plan for all agreed programmes and projects

Resource Management - Maintain the quality of information in resource management tools, ensuring that resources are accurately recording their time, activities and costs

Reporting - Coordinate the production of Management Information (MI) and Reporting for all projects, to inform management decisions and to demonstrate resource risk, and budget considerations

Assurance - Undertake planned health checks/assurance reviews on projects, detailing areas of risk and recommendations

Project Management - Ensure all projects/programmes are effectively managing risks, scope and finances

Post Implementation Reviews - Conduct post implementation reviews on completed projects, to capture lessons learned. Ensure these lessons learned are built into future projects

Governance - Finance Provide project management and governance expertise to project teams within the programme, including comprehensive knowledge of current standards and compliance needs (such as GDS)

Stakeholder Management - Build and maintain effective working relationships with key stakeholders, using stakeholder feedback to deliver effective change to and on behalf of the business, ensuring the business area is ready to receive and accept the project changes.

Lessons Learned - embedding activities identify learning for use in subsequent projects

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity

We invest in our people with;

- Competitive rates of pay
- Access to the highly competitive Civil Service Pension Scheme to which HSE contribute 27.1%, far more than in the private sector.
- Family friendly policies and working hours to help balance your home life and career
- 25 days annual holiday increasing to 30 days after 5 years' service, plus bank holidays and 1-day Civil Service privilege leave
- Parental leave benefits: Maternity, adoption or shared parental leave of up to 26 weeks full pay followed by 13 weeks statutory pay and a further 13 weeks unpaid, and paternity leave of 2 weeks full pay

Things you need to know

Security

Successful candidates must pass a disclosure and barring security check.

People working with government assets must complete [basic personnel security standard](#) checks.

Selection process details

Experience – essential:

Experience of delivering projects/products to Government Digital Service Standards

Experience of agile and PRINCE2 project management methodologies

Experience of delivering projects & products to time, cost and quality in an IT-enabled or transformational environment

Experience of working in a PMO and or similar environment

Experience of working in dynamic project environment

Excellent oral and written communications

Excellent knowledge of Microsoft Office

Experience - desirable

Managing projects using Project Online, Microsoft Project or similar tool?

Experience of managing budgets

Agile or Prince 2 (Practitioner level) accredited or equivalent or equivalent qualification

Using Microsoft Office suite to a high standard and spearheading working smarter with modern technologies.

Behaviours

We'll assess you against these behaviours during the selection process:

Making effective decisions
Developing self and others
Working together
Delivering at pace.

As part of the application process you will be asked to complete a CV and Personal Statement (Max word limit 750)

Your personal statement should demonstrate how you meet the Key Responsibilities as set out in the job description and essential criteria.

Please access the following link for guidance on how to apply and how to complete a Statement of Suitability <https://www.civil-service-careers.gov.uk/how-to-apply/>

The Sift will take place on 8th April 2022 and you will be assessed on your personal statement and CV. We may contact you for an informal telephone conversation as part of the sifting process.

If you are successful at sift stage you will be invited to an interview which will be a blended approach of strength based questions and some behaviour based and technical skills questions as outlined above

As part of your interview you'll be asked to deliver a 5-minute presentation to assess your technical skills, details of which will be sent with your invite to interview.

Interviews will take place on the 21st April 2022.

These dates may change subject to business needs

Please note, due to current COVID restrictions, interviews will take place using MS Teams, where you will be required to have access to;

A laptop - personal or work
A webcam
Good internet access
MS Teams

Feedback will only be provided if you attend an interview or assessment.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

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Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact:

- Name: Mark Hamilton
- Email: mark.hamilton@hays.com

Recruitment team:

- Email: hr.resourcing-team@hse.gov.uk

Further information

If you believe that Civil Service Commission principles of selection for appointment on merit on the basis of Fair and Open competition have not been met you can raise a complaint by emailing: HR.Resourcing-Team@hse.gov.uk or by writing to HSE at the following address: HSE Resourcing Team, 2.3 Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS. If you are not satisfied with the response you receive from the Department, you can contact Civil Service Commissioners: <https://civilservicecommission.independent.gov.uk/code/civilservicecodecomplaints/>

www.hse.gov.uk

Attachments

[HSE Terms and Conditions - CSJ Advert Annex](#) (type, size)

