

ROLE PROFILE

ROLE TITLE	Portfolio Support Analyst
DEPARTMENT	Business Change
DIRECTORATE	Corporate Services
RESPONSIBLE TO	Head of PMO
RESPONSIBLE FOR	Supporting Project Manager in Project activities to support the delivery of the project(s)

ROLE PURPOSE	<i>One or two sentences giving a simple statement of why the role exists</i>
Working as part of one or more Project teams to support the Project Manager(s) in Project support activities.	

ACCOUNTABILITIES / RESPONSIBILITIES	<i>Statement of the main areas of accountability and responsibility</i>
<p><u>Overall</u></p> <ul style="list-style-type: none"> • Support the Project Manager in ensuring governance is effective: <ul style="list-style-type: none"> ○ Managing Action Tracking from key project meetings, chasing as needed and flagging up matters of concern to PM ○ Taking minutes at key project meetings (tbc) ○ Maintaining project RAID log ○ Produce first draft of monthly status report for review and update by Project Manager ○ Updating project plan ○ Updating DevOps work items ○ Updating weekly resource profiles and returns • Raising and tracking purchase requisitions/orders • Project administration, including: <ul style="list-style-type: none"> ○ On/off boarding of resources ○ Organising and setting up workshops/meetings • Create and maintain monthly Portfolio reports and/or dashboards etc showing project progress, health, finances and trends • Other ad-hoc duties as required 	

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	<i>The tools needed to do the role</i>
Essential	<ul style="list-style-type: none"> • Highly organised, able to prioritise and negotiate deadlines. • Proficient IT skills in Word, Excel, PowerPoint, Visio • Experience of working with DevOps work items and dashboards

	<ul style="list-style-type: none"> • Excellent written/oral communication skills. • Understanding of project management approaches and methodologies. • Minimum of 2 years' experience in a PMO/PSO role. • A team player with a flexible working approach.
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Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	