

Job Description

Job Title: Programme Management Analyst

About SLC

Student Loans Company is a non-profit making Government-owned organisation set up in 1989 to provide loans and grants to students in universities and colleges in the UK. We are responsible for student support delivery in the UK.

Company Mission

We enable our customers to invest in their futures by delivering secure, accurate and efficient assessment, payment and repayment services.

Company Vision

Our vision is to be valued as a digital, customer-focused, centre of excellence.

Job Details

Overview of department: The Programme Management Analyst (PMA) role sits within the Change & Programme Management Directorate at SLC.

Grade: 3

Reporting to: Project Manager

Budget Responsibility: N/A

Line Management Responsibility: N/A

Job Purpose: The Programme Management Analyst will be required to support activities within the Programme Management Office (PMO) team and work closely with the larger Programme Management team.

Key responsibilities:

The Programme Management Analyst's duties will include, but are not limited to:

- Producing project reporting and status updates to an agreed reporting timetable;
- Producing and maintain documentation for Project and Programme Board meetings;
- Maintaining a log of project risks, issues, dependencies and actions;
- Maintaining and tracking progress against a project milestone plan and assisting the project manager in enforcing the completion of tasks identified in the project plan;
- Supporting production of project and programme level reporting;
- Assisting project manager to progress change requests through agreed process to approval;
- Maintaining project financial forecast, liaising with the Financial Management team, to ensure project forecasts are current and correct;
- Assisting the Project Manager with project closedown activities, including organisation of project issues and risks, collation of lessons learned and feedback to central PMO team;
- Championing internal PMO standards and ensuring controls are adhered to;

- Supporting the project manager with day-to-day running of project related tasks;
- Performing project administration (including meeting preparation, co-ordination and minute-taking);
- Ensuring project and programme documentation is kept current, version-controlled and stored in the agreed location;
- Contributing to the continued development of project management tools and processes;
- When undertaking the above activities, identify concerns/issues and bring them to the attention of the project manager and/or central PMO manager.

Knowledge, Skills and Experience:

- Degree qualified or significant experience in a PMO role;
- Experience in recognised project management methodologies and practices. SLC uses PRINCE2 processes and thus qualification or experience of this would be an advantage;
- Track record of delivering Project and Programme status reporting;
- Track record of creating Project and/or Programme Board packs;
- Experience of RAID log creation/maintenance;
- Experience of project plan creation and maintenance in MS project;
- Understanding of change request processes;
- Understanding of project financial management;
- Advanced MS Office suite knowledge, including PowerPoint, Excel and MS Project;
- Excellent communication and presentation skills – verbal and written;
- Accuracy and attention to detail, both numerical and written;
- Excellent organisational, administrative and planning skills.
- Ability to develop and maintain effective working relationships;
- Ability to communicate effectively with senior managers and directors;
- Ability to take ownership and responsibility for own work;
- Ability to deliver to strict deadlines.