



## CPMO Analyst

<b>Reports to:</b>	CPMO Lead		
<b>Department:</b>	Service Reform and Strategy	<b>Grade:</b>	PO4
<b>DBS Status:</b>	No check required	<b>Politically restricted:</b>	No

### Job Purpose:

The CPMO Analyst plays a critical role in supporting the successful delivery of strategic programmes and projects across Brent Council. This role is responsible for providing high-quality coordination, planning, reporting, and analytical support to CMT, the CPMO Lead, and transformation delivery teams. The role ensures that programme and project governance is maintained, performance is tracked effectively, and insights are generated to inform decision-making. The CPMO Analyst contributes to embedding best practices in project and programme management, enabling the council to deliver change initiatives efficiently and in alignment with corporate objectives.

### Values

Collaborate proactively.  
Lead inclusively.  
Embrace change.  
Be bold and curious.  
Celebrate and share our success.

### Job specific roles and responsibilities

- Lead day-to-day PMO operations, including data collation, governance cycle preparation, and production of management information.
- Collate, validate, maintain, and analyse key project and programme data, ensuring accuracy, integrity, security, and GDPR compliance.
- Obtain, review, and challenge project status reporting to ensure clear, concise, and accurate visibility of progress.
- Produce regular and ad-hoc project, programme, and portfolio reports, dashboards, and visualisations (e.g. using Power BI or similar tools) to inform decision-making.
- Identify, manage, and escalate emerging risks, issues, trends, dependencies, and variances to senior managers and Programme Leads.
- Maintain and improve programme and project governance processes, ensuring consistent standards, controls, documentation, and assurance practices.
- Manage centrally held PMO documentation, including plans, logs, risk registers, action logs, and version control across the portfolio.
- Develop, implement, and maintain effective information-management systems to ensure timely availability of high-quality project information.
- Monitor programme budgets, spend, forecasts, costs, and benefits, escalating issues and recommending corrective actions.
- Apply and champion consistent PPM tools, methods, and templates across the organisation, supporting capability building and compliance.
- Maintain complex interdependent programme and project plans, ensuring accurate scheduling, dependency mapping, and progress tracking.
- Present findings and insights clearly to technical and non-technical audiences, using data storytelling and accessible visualisations.

- Work closely with senior leaders, SROs, and Project and Programme Managers to understand data needs and develop user-focused insights.
- Drive continuous improvement of PMO and PPM frameworks, processes, tools, and knowledge-sharing practices.
- Support project and programme assurance activities, including health checks and benefits tracking across the change portfolio.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

## **Essential Requirements (key skills & qualifications)**

### **Knowledge and Qualifications**

1. Relevant professional qualifications or continuous professional development in data analysis, statistics, or related fields.
2. Equivalent qualification, or evidence of equivalent knowledge and experience of the following qualifications:
  - a. PRINCE2 Practitioner
  - b. Managing Successful Programmes Practitioner
  - c. Agile Project Management Qualification
3. Numerate discipline or equivalent demonstrable experience in a highly analytical role.
4. Excellent knowledge of project management tools and techniques and the ability to apply these in the role
5. Knowledge and experience of a formal project management methodology
6. Excellent knowledge of project management strategies and processes with the ability to translate this knowledge into practical advice and guidance
7. Excellent knowledge and experience of Microsoft packages, including Project, PowerPoint, Word and Excel. With working knowledge of visualisation software such as Power BI.
8. Good working knowledge of local government and wider public sector and the challenges of delivering projects within this environment

### **Experience**

1. Proven experience working in a Project Management Office (PMO) environment, with a strong understanding of PMO functions, processes, and benefits.
2. Significant experience in programme coordination, administration, and supporting project delivery across the full lifecycle.
3. Demonstrable experience of managing projects or substantial elements of project delivery using both waterfall and agile methodologies.
4. Extensive experience in data analysis, interpretation, and presentation within a complex organisational or political environment.
5. Proficient in using data visualisation tools (e.g. Power BI, Tableau, Qlik Sense) to design and deliver clear, engaging, and insightful data products for diverse audiences.
6. Experience in producing project and portfolio reports, metrics, and dashboards to support governance and decision-making.
7. Skilled in editing and developing SharePoint sites to support project documentation and collaboration.

8. Experience of building effective relationships and working collaboratively with internal and external stakeholders, including senior leaders and elected members.
9. Experience of working to tight deadlines, managing competing priorities, and delivering high-quality outputs with minimal supervision.  
Successful track record in supporting business change, transformation programmes, and continuous improvement initiatives.

### **Skills and Abilities**

1. Ability to analyse complex qualitative and quantitative data, draw clear conclusions and provide evidence-based recommendations to support decision-making.
2. Strong critical-thinking and problem-solving skills, with the ability to work independently, exercise sound judgement and operate with minimal direction.
3. Excellent written and verbal communication skills, with experience presenting complex information clearly to technical and non-technical audiences through high-quality reports, dashboards, briefings and presentations.
4. Strong oral communication and influencing skills, with the ability to engage stakeholders and secure cooperation to achieve outcomes.
5. Excellent IT skills and in-depth knowledge of PMO and data-analysis tools, with the ability to apply technology to inform and shape services, business decisions and performance reporting.
6. Ability to use data analysis to create a clear and compelling narrative that supports organisational priorities and influences stakeholders.
7. Strong organisational, coordination and administrative skills, with the ability to prioritise workload effectively, manage multiple competing demands and meet deadlines in a fast-paced environment.
8. Familiarity with, or willingness to develop understanding of, Artificial Intelligence (AI) and machine-learning techniques for data analysis and predictive insights.

**Overall Headcount:** None

*Within reason these key deliverables may evolve to meet service need, and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*