

Job Description

A	Post Details
	Job Title: Project Technical Analyst (PTA)
	Function: Engineering
	Location: 4 More London
	Unique Post Number:
	Reports To: Head of Engineering Development
	Grade: MG1
B	Purpose of the Job
	<p>The role of Project Technical Analyst is to support the Engineering Development Team and Programme/Project Delivery in tracking the status of programme deliverables and milestones; supporting the adoption of the project lifecycle and deliverables; programme level risk and issue co-ordination; monitoring the status of projects transitioning into business as usual; coordination of the regular project and programme level reporting cycles; co-ordination of project Governance arrangements, Post Project Reviews, Programme level workshops.</p> <p>Additional responsibilities include:</p> <ol style="list-style-type: none"> 1. Assisting the Head of Engineering Development in the development, implementation, and ongoing support of the Programme/Project Pipeline process. 2. Assisting the Future Fleet Development Engineer in the development of Business Cases and Rolling Stock Specifications, which includes supporting meetings and workshops with stakeholders and suppliers. 3. Assisting the Head of Engineering programmes with defining and updating the project management processes, standards and governance, assisting Project Managers on large projects, contributing to Quality Reviews, and co-ordinating activities in support of quality objectives. <p>At times the PTA may be asked to manage projects when this is the case this will include, amongst other things, ensuring project plans and project documentation are complete and up-to-date, provide regular project status updates, help define the necessary resources requirements, and contribute to the delivery of projects to meet identified business requirements.</p>
C	Responsibilities
C1	Work with the Head of Engineering Development to develop, implement and then maintain a Programme/Project Pipeline process.
C2	Work with the Development team to produce a monthly Programme/Project Pipeline presentation and coordinate the monthly meeting and actions.
C3	Work with the Future Fleet Development Manager to support the

Job Description

development. of business cases for development initiatives. This will include data preparation, analysis and presentation.

- C4 Work with the Future Fleet Development Manager to support the development of Rolling Stock Specifications required for tendering activities.
- C5 Work with Head of Engineering Programmes to develop the Project processes, standardisation documents, seeking contributions from Project Managers and other departments within and outside Engineering.
- C6 Implement governance standards across the portfolio, including tracking, monitoring, and updating the status of programme deliverables.
- C7 Manage programme level Lessons Learned Books; attend Post Project Review meetings to identify key areas of improvement to be captured in the Lessons Learnt and Manage the programme/Portfolio level risks and issues register.
- C8 Carry out assurance review processes as required by the Head of Engineering Programmes.
- C9 Liaise with Project Managers and ensure standards are implemented consistently across the Project Team.
- C10 Organise workshops to identify areas of improvement for projects, documenting recommendations and presenting them to Senior Management team.
- C11 Develop project templates both technical and management to support the Project Managers – use examples from current and past projects to identify best practice.
- C12 Continue to evolve the processes and templates throughout the project lifecycle. Implement project standards across all projects in the portfolio.
- C13 Develop and Manage the Portfolio-level Benefits Register, ensuring that all benefits are planned, monitored and benefits realisation is tracked.
- C14 Support implementation of the quality management strategy, including any processes and templates, across all projects.
- C15 Manage and support Implement the change control process activities across all projects and portfolios.
- C16 **PMO Analyst responsibilities when providing project support include:**
 - C16.1 Supporting the definition of small/medium project Business Cases (scope, goals, deliverables, costs, timescales, plans, dependencies, resource requirements and milestones).
 - C16.2 Ensuring pre-scope project plan is communicated to all project stakeholders

Job Description

together with their individual responsibilities.

- C16.3 Providing effective management support to project teams on small to medium sized projects, or assisting Project Managers on streams of other large projects.
- C16.4 Co-ordination of publication, review and sign-off of Project Management deliverables.
- C16.5 Ensuring project plans are created and maintained, deliverables tracked against time and cost, and resource utilisation is monitored.
- C16.6 Monitoring and reporting on progress of the project to the Objective Board and all stakeholders.
- C16.7 Co-ordinating quality activities to meet quality objectives. Managing project risks, issues and change control, communicating the impact to the project.
- C16.8 Monitoring projects against time, budget and quality standards.
- C16.9 Identifying the location of support to resolve technical issues, effecting the transition into support, and formally closing off the project.
- C16.10 Conducting or contributing to post implementation reviews and identifying any lessons learned.
- C17 In some cases acting in the capacity of Accountable Project Manager and other Ad-hoc duties.
- C18 Carry out project compliance audits & Health Checks.
- C19 Maintaining and managing web based applications, including engineering WiKi (in-house web based information storage app).

D Decision making Authority

- D1 As directed by the Head of Engineering Development.

E Report Preparation

- E1 Provision of reports for the Engineering Development Team.

F Contact With Others

- F1 Engineering Senior Managers (Direct Reports).
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Job Description

F2	Major Projects and the Project Management Office.
F3	Fleet Managers at Slade Green and Ramsgate and their staff.
F4	Engineering Commercial Manager and Procurement Manager.
F5	Asset Owners.
F6	Network Rail.
F7	Rail Delivery Group.
F8	Contractors, Suppliers.
F9	Customers

Job Description

H	Person Specification:
H1	Experience, Knowledge & Qualifications – Essential <p>Good Education to at least HND Level Engineering (Mechanical or Electrical) or equivalent experience.</p> <p>Significant experience in a demanding maintenance environment.</p> <p>Experience in rolling stock maintenance, materials and production planning.</p> <p>Experience in change management and implementation of change.</p> <p>Knowledge and proficient in the use of Microsoft packages, including Project, PowerPoint, Word and Excel</p> <p>Experience of project management, particularly project delivery within a demanding environment.</p>
H2	Experience, Knowledge & Qualifications – Desirable <p>Engineering Degree, either Mechanical or Electrical based.</p> <p>Project Management qualification, such as PRINCE2 or equivalent.</p> <p>Recognised management certification.</p> <p>Experience of 6-Sigma and other business process improvement methodologies.</p> <p>Previous experience working in a Project management Office environment</p>
H3	Behaviours and Skills – Essential <p>Excellent communication skills, both written and verbal with the ability to communicate at all levels.</p> <p>Understanding of the importance for detail and organisation.</p> <p>Leadership skills and the ability to motivate others.</p> <p>Ability to negotiate with senior level staff.</p> <p>Very good prioritisation skills to balance key priorities.</p> <p>Skill at managing stakeholder groups and balancing diplomacy and tact with assertiveness.</p> <p>Professionalism.</p>

Job Description

Flexible approach to work and able to adapt to changing priorities.

I	Additional Information		
	The Engineering Development team are responsible for the delivery of Southeastern franchise committed obligations and rolling stock lease contract requirements. This requires a high degree of commitment and focus on the delivery of activities within the prescribed timescales. It is therefore important to be able to work to deadlines and under pressure.		
J	Dimensions of the Job		
J1	Financial – Direct:	None	
J2	Financial – Other:	None	
J3	Staff Responsibilities – Direct:	None	
J4	Staff Responsibilities – Other:	Indirect: manage stakeholder groups	
J5	Any Other Statistical Data:	Analysis of business sensitive data	
K	Acknowledgement		
K1	Prepared By:	_____	Date: _____
K2	Head of Department:	_____	Date: _____
K3	Compensation & Benefits Manager:	_____	Date: _____
K4	Acknowledgement of receipt by Post Holder:	_____	Date: _____