

PMO Analyst

Location: Naas, Co Kildare

Company Profile:

OpenSky a European challenger brand to the large global software consultancies, delivering innovation across Government, Transport, Environment and Health sectors in the Ireland and the UK.

Due to business growth, OpenSky has a new role for a PMO Analyst based in our Naas, Co Kildare headquarters on a fulltime permanent basis. This an excellent opportunity for an experienced professional to utilise their skills and experience in an international working environment working with innovative technologies and solutions.

Why Join our Team:

OpenSky is a dynamic, exciting place to work. We hire exceptional people, and every one of them is empowered to think independently, take initiative and be innovative in their job. We are committed to ensuring that our performance and reward strategies are designed to effectively support our employees at every opportunity and offers an excellent work-life balance.

At OpenSky our employees enjoy the creative, agile and meaningful work they do, the resources and technology they have access to and the benefits we offer. The projects we work on make a real difference, and that's what makes us distinct in our industry. This very factor means that our employees get to work with the latest and emerging technologies.

We've built a truly unique culture here at OpenSky, where our employees are always learning, challenged with interesting projects and rewarded with fantastic benefits. We attract talented individuals from a wide range of cultural, geographic and educational backgrounds whom bring with them a rich variety of skills and experiences.

Our plan is simple; we hire the best people whom possess the skills, talent, expertise, experience and motivation that we require and when we find them, we help them grow, develop and achieve their goals.

The values we share help us to thrive and succeed, both as individuals and as a team. If you share those values, you'll fit right in!

The Job:

OpenSky, a leader in process automation for Government is seeking an experienced PMO Analyst/Administrator who will support our delivery of digital services to our Enterprise & Government customers.

The PMO Analyst will ensure the successful implementation and ongoing administration of the project management framework, processes, and tools across our project and change portfolio.

The PMO Analyst will drive consistency and efficiency in the execution of projects. Act as the source of documentation, guidance on the practice of project management and execution. Support the successful delivery of the change portfolio through effective facilitation, tracking and reporting up to Senior Management level becoming the first point of contact for any program reporting/metric queries. Assist with advising project managers and teams on the best use of project management disciplines and approaches. Assist in the management of key initiatives to enable successful programme delivery and strategic initiatives.

Key Tasks

- Assist and advise leaders, managers, and teams on the implementation of the project management framework
- Act as a reference point for PMO and Program queries and information
- Implement and maintain processes to ensure project management documentation, reports and plans are relevant, accurate and complete
- Track and report on project and programme performance, providing a real-time, comprehensive, and prioritized view
- Understand the deliverables of PMO customers and contribute to success through cooperative and consistent processes
- Facilitate and administrate resourcing requests to ensure the best possible resourcing mix for projects
- Develop and maintain a basic understanding of customer policies and procedures as relevant to internal processes
- Develop, monitor, manage and report project performance metrics
- Drive best practice and continuous improvement

Essential Skills

- Proven PSO/PMO/Project Analyst experience with a sound knowledge of best practice project management
- Adept at tracking and analysing project & program metrics, budgets and financial forecasting
- Understanding of the principles and frameworks of successful project management from a project support perspective
- Proven experience in providing a project support service to achieve successful project outcomes
- Understanding of project delivery and acceptance processes within a fast-paced business environment
- Demonstrated capability for problem solving, decision making, sound judgment and assertiveness
- Excellent oral and written communication skills as well as excellent presentation skills

- A deep understanding of project methodologies including but not limited to Project Management, Implementation Management, Change Management, Test Management and Release Management
- Strong relationship building and interpersonal skills
- Experienced user of MS Project and MS Office toolset (Word, Excel and PowerPoint)
- Experience working in a hybrid Agile environment is a bonus as is experience with Lean Six Sigma

Key Attributes

- Professional, motivating and positive approach
- Diligent, demonstrating attention to detail
- Ability to cope under pressure
- Collaborates well
- Dynamic and vigorous
- Self-motivated & self-sufficient
- Effective communicator at all levels
- Team player, and able to work on own initiative
- Assertive, adaptable, and creative
- Analytical and detailed in approach
- A can-do attitude and willingness to go the extra mile when required
- Obsessed with best practice and continuous improvement

Preferred Qualifications

- Project management certification e.g. PMP, CAPM, PRINCE 2 preferred.
- Other advantageous certification or experience can include: Agile/Scaled Agile, Scrum, DevOps, PROSCI/ADKAR

The above statements are not an exhaustive list

What we Offer:

You will form part of a high-performance team, working together to deliver projects of national and international importance changing the way large Business and Governments work.

- Competitive Salary – market adjusted
- Continuous Professional Development
- Education Assistance Programme
- Company Pension
- Incremental Increases in Annual Leave
- Employee Assistance Programme (EAP)
- Annual Health Screening
- Employee Referral Scheme
- Ethical Employer
- Friendly, fast paced atmosphere
- International working environment in a growing company
- Work with innovative technologies & solutions
- Personal development programmes

Please note we do not require the assistance of third parties

OpenSky Data Systems is an equal opportunities employer