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| **Role title:** | Transformation Analyst | **Responsible to:** | Strategic Execution Lead |
| **Division:** | TMO | **Department:** | Strategic Execution |
| **Direct Reports and Level:** | 0 direct reports  | **Scope:** | Transformation Design across MPS |
| **Scale:** | Scope: MPS worldwide provision to improve the effectiveness of MPS and the member experienceBudget: NoneIncome: None |
| **Regulated Function(s) Held:** | No |
| **Evaluation Level** | Core 1 | **Role Family** | Digital Data and Change |

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| **Overall Role Purpose** |
| The purpose of this role is to assist the Strategic Execution Lead in creating the transformation blueprint and roadmaps that support the MPS strategy.Key responsibility are;* Create and maintain outcome and capability maps across transition states
* Golden thread/traceability logs of change initiatives through the design and up to strategy level
* Create reports on progress against the design
* Create Strategic Design Authority Packs

Key Stakeholders & Audience* Strategic Change Consultant
* Strategic Execution Lead
* Senior Leadership Teams
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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational*** Support the delivery of the MPS strategy and contribute to the development and delivery of the Transformation plan, cost and quality.
* Contribute to the development and maintenance of governance standards, seeking contributions from stakeholders to ensure that the standards meet best practice.
* Focused review and support on transformation and strategic planning including set up, maintenance and quality assurance.
* Provide monthly portfolio reporting against transformation designs.
* Production of portfolio level meeting packs.
* Support the management of the end to end governance activity across the transformation design such as tracking, monitoring and updating the status of deliverables, maintaining templates, lessons learned repositories and liaising with colleagues to ensure consistent implementation which supports the delivery of the change portfolio to plan, cost and quality.
* Support assigned end to end projects/initiatives to deliver the right outcomes and capability shifts.
* Create and maintain outcome and capability maps across transition states
* Golden thread/traceability logs of change initiatives through the design and up to strategy level
* Create reports on progress against the design
* Create Strategic Design Authority Packs
* Develop strategic planning content for presentation packs
 | * Department Plan delivery vs plan
* Feedback from stakeholders.
* Delivery of Governance methodology and controls to enable the effective delivery of project and programmes.
* Ensure that robust and insightful reporting is delivered to senior stakeholders.
* Health check metrics captured and assessed against critical success factors.
* Monthly reports are available within the agreed timeframe.
* Stakeholder feedback
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| **Financial*** Support the management of department budgets and facilitate cost efficiency initiatives, as required.
* Ensure that all spend is managed within organisation policy, & any variance to policy or budget is appropriately reported and escalated
* Work with Finance Business Partners and Business Change Partners to monitor and track benefits realisation.
* Support the portfolio, programmes and projects colleagues in the tracking of the project designs ensuring they are in line with agreed plans
 | * Portfolio, programme and project financial performance vs plan/budget.
* Operational budget vs plan.
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| **Member*** Support the Project/Programe/Portfollio Managers in the development and maintenance of project standards.
* Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed to drive operational efficiency and great member experiences and outcomes.
* Always deliver fair treatment and outcomes for members and compliance with associated policies and standards set out by Council, its committees and delegated authorities.
 | * Net promoter score
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| **People*** Act as a role model for best practice in Programme/Project governance to and promote standards across MPS.
* Provide strong leadership to ensure the training, competence, performance and engagement, ensuring colleagues have clarity on their accountabilities and comply with all governance, policy standards and processes.
* Build a strong pipeline of talent and succession across for the benefit of MPS which will mitigate workforce planning risks and maximises the performance and potential of employees.
* Build key relationships with internal and external stakeholders as necessary, liaising on projects to enhance quality service and outcomes for members.
* As own competence develops actively share learnings, knowledge and best practice with colleagues.
 | * Engagement Index
* Leadership Index
* Inclusion Index
* Strong Talent and Succession Plans
* Robust PDPs
* HR Metrics – attrition, absence
* Delivery of People Plans
* Stakeholder feedback
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| **Risk*** Produced consolidated monthly reports to identify and report risks and issues within Portfolio, Programmes and Projects department and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues.
* Adhere to appropriate business policies, processes, controls and regulatory requirements (as applicable) to ensure activity is within risk appetite.
* Comply with applicable professional ethical guidance and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the staff handbook.
 | * Project risk management plans (RAID).
* Portfolio level RAID reporting.
* Compliance with organisational Risk & Control policies and processes.
* Risk & Control Self- Assessments.
* Audit Actions.
* Quality monitoring outcomes / compliance.
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| **Responsibilities (RACI)** |
| * Offer meaningful decision points and insight to MPS forums to ensure that the business operates within risk appetite, and decision makers are fully informed and equipped.
* Keep abreast of evolving best practice; identify and recommend opportunities for MPS to become more efficient and effective.
* Lead individual projects and change or delivery activities as required.
* Role model MPS values and behaviours.
* Work with leaders across MPS to ensure change initiatives land as expected, leading implementation projects, communicating and championing change to the department, and ensuring effective transitions to new ways of working
* Undertake other duties and tasks that from time to time may be allocated that are appropriate to the level or role.
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| **Key Governance Responsibilities** |
| * Architecture & Change Committee
* Portfolio Steering Group
* Programme/Project Steering Groups
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking  |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Knowledge of full development life cycle projects
* Knowledge of project management tools and techniques
* Knowledge of portfolio reporting and analysis
* Knowledge of MS Project
* MS Office (Word, Excel, PowerPoint)
* Understanding of corporate landscapes and how to utilise them to deliver
 | * Good communicator – ability to communicate to a broad audience
* Strong project planning skills at portfolio, programme and project levels
* Strong organisational skills – organising self and balance of multiple activities / deliverables
* Can process, manipulate, analyse and interpret data
* Can cope with the big picture and detail
* Able to think cross-functionally (not just one discipline)
* Good team player with a collaborative approach to working
* Ability to analyse and understand data, utilising multiple sources to create meaningful MI.
 | * Previous PMO experience including portfolio reporting, analysis and producing inputs to senior level meetings
* Experience of programme / project planning including quality assurance
* Experience of programme / project co-ordination
* Experience or exposure to the end to end project lifecycle, or managing substantial parts of the project lifecycle
* Experience of working within a structured project management framework
* Experience of facilitating senior level meetings including setting up, consolidating inputs into meeting packs, capturing minutes/actions and providing meeting outputs
* Experience of developing and maintaining project deliverable templates
* Experience of tracking and quality reviewing project deliverables
* Experience of carrying out project health checks
* Experience of tracking project spend against budget
* Experience of facilitating workshops (e.g. post implementation reviews)
* Previous use of SharePoint
* Experience of driving and delivering change, building momentum across an organisation and leveraging stakeholders to provide support
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| **Desirable** | * P3O / PRINCE 2 or similar qualification
* MS Excel pivot tables
 |  | * Experience of working with Project Online
* Agile experience
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