

## JOB DESCRIPTION

### PMO Analyst, Technology Team

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#### CONTEXT

Everyone TV runs the UK's free-to-view TV platforms – Freeview, Freesat, and now Freely.

Freeview is the UK's largest TV platform, watched in over 15 million homes. Freeview Play, our live and on demand TV service, is used on five million devices. Freesat serves 1.0 million homes carrying over 170 channels and offering linear TV over satellite and on demand content over the internet.

We're also leading free TV's evolution for the streaming age through the creation of our new Freely service which launched on Smart TVs in 2024, bringing aggregated live channels and free on-demand content to UK viewers over the internet for the first time.

Everyone TV is a joint venture which is owned and supported by our Members - the UK's leading public service broadcasters (PSBs) - BBC, ITV, Channel 4 and Channel 5. We are not-for-profit and funded directly by our Members, and revenues from a range of commercial activities.

Our mission is to champion free TV for all. We're passionate about bringing together great TV in one place, for free, for the nation. Working in partnership with the PSBs and many other industry players, we are focused on offering the best free TV experience to UK viewers across terrestrial TV, satellite TV or internet - ensuring that free TV – with public service broadcasting at its heart – remains as strong and vibrant in the future as it has been to date.

#### THE WAY WE WORK

**Ambitious – We aim high.** We are determined and ambitious about our work, always delivering the very best for our viewers.

**Collaborative – We achieve together.** We create strong partnerships based on trust and respect.

**Supportive – We grow together.** We learn from each other, and we invest in people's wellbeing and development.

#### ABOUT THE ROLE

Reporting to the Head of Programme Management Office (PMO), Technology the role of PMO Analyst is responsible for overseeing the application and adherence of the governance model and frameworks set out for our delivery methodologies to ensure that all projects are running smoothly - on budget and on time. Liaising with

programme team members to gather, analyse and monitor project data, as well as prepare project status reports, manage risk reviews and resourcing plans.

The PMO Analyst will support the programme team and senior stakeholders by ensuring best practice is adhered to identify business needs and meet them through effective project management and analysis.

## RESPONSIBILITIES

- Planning and implementing project management strategies, based on templates and toolsets.
- Ensuring project parameters meet agreed-upon needs and expectations.
- Monitoring existing projects to ensure timely execution and completion.
- Gathering and analysing project data to identify its weaknesses and resolve any time-related or budgetary challenges.
- Liaising with project team members and providing suggestions or solutions to unforeseen issues when needed.
- Preparing project status reports for management review.
- Ensuring all project strategies are in compliance with company standards and best practice.
- Formulate and review resourcing plans in line with work.
- Coordinate Product Increment (PI) planning sessions both internally and with suppliers.
- Working across Project processes, as required, including Reporting, Governance, Change Control, Issue and Risk Management.
- Support the Programme Team organising meetings, creating agendas, capturing and tracking action points, maintaining and updating logs.
- Under the guidance of the Head of PMO, Technology assist Technology and the Enterprise PMO function with the ongoing improvement, evolution and adherence of existing PMO processes and the definition of new processes where appropriate.

## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

- A minimum of 3 years' experience as a PMO analyst, project manager or similar role.
- Proven experience of working with Agile and PRINCE project management principles and processes. A recognised project management or agile practitioner certification is desirable.
- Excellent knowledge of project management strategies, processes, and tools.

- Ability to analyse a range of complex data and make decisions based on analytical findings.
- Experienced in the identification and resolution of resourcing conflicts.
- Good computer skills and knowledge of PMO software tools.
- Strong programme coordination and administration abilities.
- Good critical thinking and problem-solving skills.
- Solid communication and interpersonal skills.
- Ability to thrive in a fast-paced environment and work well under pressure.

## PERSONAL ATTRIBUTES

- A self-starter with the ability to perform in a high-pressure delivery environment.
- Highly organized with an ability to look forward and anticipate issues before they impact workflows.
- Excellent interpersonal skills and the ability to build collaborative and productive working relationships.
- A keen focus on quality and good attention to detail.
- Ability to manage and resolve ambiguity.
- Ability to keep calm under pressure and deliver to deadlines.
- Strong communication skills, makes complexity simple for others to understand.
- Takes personal responsibility for delivery, solving issues, regardless of organisational boundaries.
- Challenges existing ways of thinking and ways of working and encourages others to do so.
- Aware of own development needs and relishes the opportunity to expand the breadth of their skills and knowledge.
- Supportive team player and helps promotes a diverse working culture.

## LOCATION

The role is based in Everyone TV's central London offices, at the South Bank.

We are a flexible working employer and the company currently works a hybrid pattern.