



Job Title:
PMO Analyst

Department:
Transformation

Reporting To:
Strategic Delivery Lead

Please note: this job description outlines key responsibilities and duties but is not exhaustive. Additional tasks may be assigned as needed to support Magenta Living's goals and objectives.

How your role will contribute to Magenta Living's Purpose, Vision & Values:

Our Purpose:

Empowering people is our purpose.

Our Vision:

We believe in opening doors to homes full of love, communities full of life and a world full of possibilities.

Our Values:

'Do the Right Thing.'

This is the thread that weaves our actions, decision-making, and connections.

- Enable delivery teams to work confidently by providing clear governance, structure and support
- Remove complexity from transformation delivery so colleagues can focus on achieving meaningful outcomes
- Support successful delivery of change that strengthens services, communities and long-term outcomes
- Ensure leaders have clear, reliable insight to make informed decisions that enable progress
- Promote transparency, accountability and strong audit discipline
- Constructively challenge risk, inconsistency or non-compliance to support safe and successful delivery
- Maintain strong governance, standards and controls across the transformation portfolio
- Act as a central point of coordination and assurance for projects and programmes
- Provide accurate portfolio insight covering progress, risks, benefits and dependencies
- Support collaboration between delivery teams, leaders, and corporate functions

At **Magenta Living**, our **Purpose, Vision & Values** aren't just words that sit on a page.

They serve as a constant reminder of **why we do what we do**.

Let's all #BeMoreMagenta.



What you will bring to us:

Essential Skills & Experience

- Strong PMO or project support experience within governance and stage-gate environments
- Ability to maintain high-quality documentation, audit trails and reporting
- Confident working with risks, issues, actions, decisions and benefits tracking
- Strong organisational skills with attention to detail and consistency
- Ability to support, influence and constructively challenge stakeholders
- Comfortable working across multiple projects and priorities
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Education & Qualifications

- Experience working with Finance, Risk or Data teams is desirable
- Excel, proven ability to analyse data).
- If a degree is necessary, what alternative qualifications are also acceptable?
- Avoid specifying high levels of education unless truly essential.
- Project or PMO qualification (e.g. PRINCE2, APM) or equivalent practical experience
- Strong working knowledge of project reporting tools, templates and dashboards

This role is not subject to a mandatory DBS check.

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