



## About Milieu Consult

Milieu Consult is an independent Engineering Consultancy practicing within the Energy and Building Services Engineering sectors of the built environment. We enjoy working on challenging and interesting projects and work with all parties to achieve the solution most appropriate to the respective appointment. We have offices in London and Basingstoke and a portfolio of projects including multi-residential, high end residential, commercial office, mixed-use, education and leisure. For further information please visit [www.milieuconsult.com](http://www.milieuconsult.com)

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## Role Definition

**Job Title:** Project Management Office Analyst

**Reporting to:** CEO

**Location:** Holborn Office, London

This is a pivotal new role within our business to work with the CEO, Finance Director and Senior Leadership Team. You will be responsible for helping ensure that Milieu's projects are consistently delivered to a technical high standard, on time and within budget.

This position is vital to our continued growth and you will be pivotal in providing advice and guidance to project managers and reporting project metrics to the CEO. You will help ensure that Milieu's reputation and level of repeat business is upheld through assisting the team ensure client satisfaction by delivering projects at the highest standard.

We use CMAP to track our time management and resourcing which has the ability to customise reports. You will be required to travel to our Basingstoke office from time to time, to meet with team collaborators for meetings and workshops as necessary.

### Required Skills

- Bachelor's degree in Business Administration/ Management or Certification from a recognized institute.
- Completed 4+years in a PMO role.
- Analytical, resourceful and problem-solving bias.

### Desired Skills

- Strong written and verbal communication skills.
- Ability to converse with team members.
- Articulate project management and organization skills.
- Ability to balance key priorities.

### Responsibilities

#### Performance Requirements

- Ensure accurate tracking of projects being delivered across key performance metrics.
- Tracking resourcing, employee utilization and operations.
- Ensuring employees adhere to Standard Operating Procedures.
- Reporting project metrics to CEO and Finance Director.
- Assisting Project Managers in meeting deadlines within resource allocation and budget.



- Assisting CEO & Finance Director in collating data and running numbers for new business proposals.
- Preparation of metrics for presentation and client and B2B meetings.
- Assist Senior Leadership Team in identification of priorities.
- Liaising with project managers for status updates and generating progress reports.
- Ensuring that project checklists have been carried out including:
  - o QA out at the end of each Project Stage;
  - o Client approval to proceed to the next Stage has been given.
- Assist in identification and tracking of scope creep, extension of time and additional fee.
- Sharing knowledge and good practice in project management, mentoring where needed.
- Understand and keep up to date with technical and legislative progress changes.
- Assist in reinforcing Milieu's strategy and culture through best practice.
- Analysis of project sectors.
- Compliance audits on projects to ensure we have delivered our full scope.
- Coordination ISO accreditations.
- Identification and maintenance of risk registers.
- Research & Development into client target sectors.

### **Opportunity**

- To work within a highly-skilled environment with an interesting and varied portfolio of project work.
- Ability to shape the role and improve your PMO skills and expertise.
- To be promoted into the Senior Leadership team.
- Experience in delivering projects on time and within budget through careful time management and early identification of scope creep.

### **Remuneration**

- Basic Salary range £TBA
- 40 hours per week
- 23 days holiday plus public holidays
- Upon completion of Probation
  - Pension at 4% employer/5% employee contributions
  - Private Healthcare Plan through Vitality
  - Discretionary eligibility for project profit share scheme.

### **Contact**

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