

Role: Project Analyst

Reports to: Head of Projects

Location: Scottish Event Campus, Glasgow, site-based role

Role Summary

Support Head of Projects and the Project Management Office (PMO) in the analysis, coordination, governance, and reporting of project performance across the portfolio. The role provides project administration, project controls, performance insights, risk monitoring and governance support across a portfolio of projects while promoting consistency in project management practices.

Key Responsibilities

Project Coordination and Analysis

- Act as the central point of contact for project information, providing administrative and governance support to team and stakeholders.
- Prepare agendas, capture meeting minutes, actions, decisions, and distribute outputs.
- Provide data driven recommendations to support project decision making.
- Assist in developing project baselines and tracking actual performance against approved plans.
- Ensure project documentation is accurately maintained, version controlled and stored in accordance with organisational standards.

Governance, Compliance & Reporting

- Coordinate project governance activities, including project boards, steering groups, stage gate reviews, and reporting cycles.
- Produce and maintain project dashboards, KPI reports, portfolio summaries, and management information packs.
- Monitor maintenance of project controls including risk registers, issue logs, action trackers, decision logs, and lessons learned documentation.
- Identify opportunities to improve reporting, governance, and project delivery efficiency.

Continuous Improvement & Innovation

- Support the development and implementation of PMO standards, processes, templates and reporting tools.
- Promote consistency in project governance, reporting and document management practices.
- Assist with lessons learned activities and knowledge sharing across the project portfolio.

- Drive a culture of innovation within the Project Team, ensuring R&D insights are captured, applied, and shared across the business.
- Support the adoption of digital tools and systems to improve project delivery and reporting efficiency.

Required Skills and Experience

- Project Analyst, Project Support, PMO or similar role.
- Supporting projects throughout the project lifecycle.
- Maintaining project documentation, action logs, risk registers and project reporting.
- Advanced Microsoft Office skills, particularly Excel, PowerPoint, Word and SharePoint.

Desirable Skills and Experience

- Experience working within a Project Management Office (PMO) environment.
- Project management certification such as PRINCE2 Foundation or APM PFQ.
- Experience using project management tools.
- Experience producing project dashboards or management information reports.
- Experience supporting portfolio-level reporting and governance activities.

Key Competencies

- Strong organisational, planning and time management skills.
- Excellent written and verbal communication skills.
- Strong analytical and problem solving abilities.
- Ability to build effective working relationships with stakeholders at all levels.
- High attention to detail and commitment to quality.