



PMO Analyst Apprentice with M&G plc

Employer: M&G plc

Posted By: BPP Professional Apprenticeships

General Information

Location: London, EC3M 5AG

Total Vacancies: 1 **Hours Per Week:** 35.00

Hourly Wage: £11.49 **Weekly Wage:** £402.15

Short Description: We are seeking a motivated and conscientious Apprentice who is interested in working in Financial Services industry and wishes to pursue a career in PMO (Programme and Project Management Office).

The successful applicant will support the business change agenda working closely with the programme and project teams for the delivery of strategic, transformational, regulatory, legislative change and continuous improvement.

They will also get the opportunity to learn about the end to end change lifecycle and be coached by the Head of Investment Change PMO, Director Investment Change and the wider PMO Analyst Team.

Full Description:

The Investment Change Team is responsible for a large portfolio of programmes and projects (circa £90m budget for 2021); this is a mix of business and technology change and delivering a wide range of different outcomes including enhancing customer and client experience, improving performance, managing regulatory and legislative change and delivering desired cost reduction to meet business objectives. As a PMO Apprentice, you will work on the change projects by working closely with the programme and project delivery team to ensure robust project practices are employed and deliver change.

Your duties will include:

- Collaborating with colleagues and stakeholders across a range of change projects
- Attending key governance meetings, working with the team to gather and collate core content to inform decision making
- Working with the team to manage resources and capacity management
- Ensuring all RAID (Risks, Issues, Dependencies, Assumptions) information is documented and managed
- Learning and utilising Power BI to build out critical management information for the project team
- Communicating both within the portfolio and wider business
- Managing meeting schedules, minutes, action logs
- Providing ad hoc admin support to the team where needed

Future Prospects:

This is a fixed term contract for 16 months upon which the business may decide to retain, subject to the Apprentice performance, headcount and available funding. If recruited into a permanent role, the individual will follow the career progression applicable to the specific role/department.

Employer Description:

About M&G plc
M&G plc is an international savings and investments business, managing money for both individual savers and institutional investors in

28 markets. As at 30 June 2020, we had £339 billion of assets under management and administration, around 5 million retail customers and more than 800 institutional clients.

With a heritage dating back more than 170 years, M&G plc has a long history of innovation in savings and investments, combining asset management and insurance expertise to offer a wide range of solutions. We serve our savings and insurance customers under the Prudential brand in the UK and Europe and for asset management in South Africa, and under the M&G Investments brand for asset management clients globally.

At M&G our vision is: to become the best loved and most successful savings and investment business and we're looking for people who are excited about joining us on our journey.

To help us achieve our vision we're looking for exceptional people who live our values and behaviours:

- Inspire Others - Support and encourage each other, creating an environment where everyone can contribute and succeed
- Embrace Change - Be open to change, willing to be challenged and able to adapt quickly and imaginatively to new ideas
- Deliver Results - Focus on outcomes, set high standards and deliver with energy and determination
- Keep it Simple - Cut through complexity and bureaucracy, be clear and decisive and never overcomplicate things

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles.

Employer Website: <https://global.mandg.com/>

Framework: Project Management

Training Provided: As an Associate Project Manager Apprentice with BPP, you will undertake the Associate Project Manager Level 4 Higher Apprenticeship. Within the Apprenticeship you will complete the APM PMQ.

The apprenticeship will be delivered through a blend of live online learning, pre-recorded lectures and workplace support.

Duration: 16 months fixed term contract

Skills Required:

- Confident and clear communication skills, both written and verbal
- High level of accuracy and good attention to detail
- Structured approach to work and very well organised
- Ability to prioritise and meet deadlines
- Good understanding of MS Office (Word, Excel, PowerPoint)
- A proactive team player who is confident about working and collaborating with others but also working independently and can promptly escalate any issue
- Logical and analytical approach coupled with intelligence, passion and a drive to learn
- Demonstrate learning agility – adapting behaviour in response to new information or changes, swiftly mobilising to meet changing demands
- Empathy and listening skills

Personal Qualities:

- We are looking for confident individual with a positive outlook, can-do attitude and aspiration to want to progress
- The successful applicant will have a genuine interest in career in the Project Management
- Applicants who succeed with us are self-motivated, capable of building and maintaining relationships and work effectively as part of a team
- The successful applicant will have an inquisitive and analytical mind and an efficient approach

Desired but not essential:

- Previous experience in a customer facing working environment

Qualifications Required:

Ideally, the candidate will have either a minimum of 2 A levels (or equivalent) or 5 GCSEs with good grades in Maths and English (A-C) or relevant 2 years work experience of an office or business environment.

Other Information:

Please ensure that you apply for the position as soon as possible to avoid disappointment. The closing date is a rough guideline as to when an advert will close. The advert may close before the given closing date if the employer has filled the position(s). BPP have a dedicated team who support students with disabilities, learning difficulties, health conditions and wellbeing. Please contact us at apprenticeshipapplications@bpp.com if you have any queries or would like more information.

Closing Date:

16/04/2021

Start Date:

20/09/2021

Interview Date:

June/May 2021

Please apply via this link:

<https://www.bpprecruitment.co.uk/Search/Job?id=126453&asid=147>