

Change Management Office – Business Analyst/Project Manager

At Musgrave, we've been Growing Good Business for over 140 years. And we're not stopping there. In fact, we're just getting started. As Ireland's largest private sector employer, we welcome talented people who want to be part of a thriving business with real purpose. Every role at Musgrave is a chance to define what Growing Good Business means.

We are currently recruiting for our award-winning Graduate Development Programme and we want you to bring *your* good to our business and develop your career with us.

Role:	Business Analyst/Project Manager Graduate	Location:	Cork
Type:	2-year contract	Travel Required:	Occasional business travel
Department:	Change Management Office		

Purpose & Scope

The Change Management Office (CMO) provides the organisation with a focal point for governing, structuring and implementing change initiatives. It provides oversight of all change initiatives planned and underway and ensures each is delivered effectively through the application of consistent project management methodology and performance metrics. In integrating the CMO with project and portfolio management, the CMO supports the decision making associated with evaluating proposals for change and support the delivery of those that are approved. The goal of the CMO is to build a holistic view of projects and change, drive consistency and excellence in delivery and reporting, and increase successful project outcomes and adoption.

The CMO is a new function within Musgrave IT and as such, this is an excellent opportunity for innovative and motivated people with excellent communication skills and an interest in project management and business analysis to be part of the development of a center of excellence and part of an evolving team.

The purpose of this role is to support the delivery of change in Musgrave, this includes both project and change management support, the creation and maintenance of metrics, key performance indicators (KPIs) and reporting. It will also include support of the IT portfolio process and engagement with the broader Musgrave Change and project management community.

The scope of the CMO Graduate role comprises a two-year experiential development programme as part of Change Management Office Team. The Programme will allow the graduate gain wide experience right across the CMO with a particular focus on project management skills including agile and waterfall project delivery, project and portfolio metrics, communication skills and team building activities. You will also participate in the Musgrave/Irish Management Institute Graduate Development Programme over the course of the two years.

Key Activities

Project Manager/Business Analyst

Work with the CMO team to deliver projects and to support the delivery of larger strategic initiatives.

Activities include:

- Plan and co-ordinate activities to manage and implement projects from ideation through final rollout
- Engage stakeholders across the business to define requirements/backlog items
- Identify, manage and action risks and issues at project level, escalating as needed.
- Ensure governance and delivery life cycle is fully complied with and that project documentation and information is maintained to a high standard.
- Use both Agile and Waterfall development lifecycles depending on the nature of the project.
- Drive the delivery of consistently high-quality deliverables which meet or exceed targets.
- Build excellent working relationships across project and CMO teams.
- Ad hoc project work as needed

CMO Team Support

Work with the Head of the CMO to support activities around portfolio & C/PMO management.

Activities include:

- Build an in-depth knowledge of the portfolio management tool
- Support the portfolio process on an on-going basis in terms of scheduling, ensuring key data is available and managing actions as needed
- Ensure that project resources (templates etc.) are available to project managers as needed
- Be involved in the development of project metrics and KPIs and in their maintenance and reporting
- Collating feedback and implementing process improvements
- Provide feedback and help shape the CMO area going forward

Primary Relationships

- Head of Change Management
- Business Partners
- IT Leadership Team
- Project/Program Managers & Business Analysts
- Colleagues across IT

Secondary Relationships

- Graduate Mentor
- Early Careers Manager
- IMI Programme Manager
- Other graduates

Essential Qualifications

- Honours Degree (Level 8) in a relevant area

Desirable Qualifications

- Project Management certification
- Agile certification (Scrum, SAFe, ICAgile)
- Qualification in innovation or design thinking techniques
- Practical internship or experience in a project management/PMO support role is an advantage

Essential Skills

- Good understanding of project management methodologies including agile and waterfall
- Knowledge of project metrics and reporting
- Strong people and communication skills
- Strong documentation skills
- Strong analytical skills
- Excellent attention to detail
- Knowledge of Microsoft Office

Desirable Skills

- Project management experience, agile/waterfall etc.
- Hand on experience of project metrics and reporting

Our Values

At Musgrave our values and purpose challenge and inspire us to do the right thing. We work in alignment with our values of **building and sustaining long term stable relationships built on a bedrock of honesty, working hard, achievement and not being greedy.**

