

Title:	ANALYST - PROJECT PLANNING
Unit:	Project Planning
Office:	Office of Project Management
Responsible to:	Project Planner

Overall Purpose of Position

The Analyst, Project Planning is responsible for research, identification of tasks and resources required for completing the project, organisation of the work stages into a feasible structure as well as other relevant administrative tasks. He or she will be required to provide Project Planner with regular updates on the status of project development and prepare reports for senior management as requested.

Overview of Main Responsibilities

- Coordinates the annual planning process and designs the tools to support project development decision making and planning.
- Carries out the necessary research and collects the data required for the development of the project plan.
- Synthesises market research data to inform the planning process.
- Identifies tasks and resources required for the project and provides an estimation of their length of delivery and costs, respectively.
- Applies the relevant tools and methodologies for the organisation of the work stages into a coherent and workable structure.
- Provides the Project Planner with frequent status updates on project development and prepares and presents progress reports as appropriate.
- Provides analytical and project management support relating to the planning processes including the budget cycle and develops supporting material for senior staff evaluations.
- Proactively synthesises information from various department resources to help project planning reporting efforts.
- Assists with the preparation of Project Reviews.
- Attends and contributes to Project Management Reviews.
- Provides input to defining extensions or enhancements to the functionality of current planning and information tools in order to facilitate project development.
- Adopts any new or enhanced software tools to assist with the day-to-day functions of the Project Planning Unit.
- Carries out other administrative functions related to project planning and development.
- Develops and presents progress reports as required.

Skills

Computer literacy.	High
Numeracy.	High
Ability to interpret figures.	High
Written and verbal communication skills.	High
Interpersonal skills.	High
Networking skills.	Medium
Organisation and planning skills.	High
Analytical, evaluative and problem-solving ability.	High
Set and manage priorities judiciously.	High
Attention to detail.	High
Ability to multi-task under tight deadlines.	High
Self-motivated and shows initiative.	High
Ability to probe and question.	High

Knowledge

Tertiary qualification in Engineering, Mathematics, Accounting, Management, Construction Management or equivalent.	Mandatory
Knowledge of project planning techniques and methodology.	Desirable
Knowledge on information sources and gathering techniques as well as compilation / analysis of statistics.	Mandatory

Experience

Minimum 2 years experience in an analyst position.	Mandatory
Experience in project planning in construction.	Desirable