**Business Analyst (PMO)**

**Salary circa £40k depending on experience**

APM is looking for an enthusiastic Business Analyst with solid business analysis experience of 3 – 5 years to provide support APM business projects covering products (membership and qualifications) and IT Infrastructure projects as defined in the APM portfolio of projects and road map. This is an exciting opportunity to play a vital part in the delivery of APM’s portfolio of projects which are aligned to the business strategy and plan and will see you take on new challenges within a growing organisation.

You will be required to manage business and data analysis aspects of all APM projects ranging from simple internal business changes to complex, whole business encompassing projects, contributing to and following APM’S Project Life Cycle methodology and governance processes. You will analyse and document business processes using techniques such as facilitating workshops to complete process mapping and definition, and gathering business and functional requirements. You will use these skills to build business cases and support the full project delivery lifecycle. Knowledge of end to end business functions such as Service Delivery, product development, finance, HR and IT is desirable.

The Business Analyst will ideally be a graduate or hold an equivalent professional qualification. You will have experience of whole lifecycle business change process management from concept to implementation and review and will need to be an excellent relationship builder across varying levels within the organisation. In addition, having an understanding of the discipline of project and programme management and an awareness of what it takes to work and succeed in the charity and professional association sector is desirable.

Advanced IT skills and proficient use of Microsoft Office tools (Word, Excel, Visio, and PowerPoint) and basic use of MS Project is a key requirement for this role, as is exposure to CRM system and web front end solutions processing systems.

*The award-winning Association for Project Management (APM) is a registered educational charity with over 23,000 individual and 600 corporate members making it the largest professional body of its kind in Europe. The APM is committed to developing and promoting a professional approach to project management through our broad offering of professional membership, qualifications, publications, resources, research and events. Our 2020 vision for the profession is ambitious, challenging and radical. Above all, it reflects what society expects: A world in which all projects succeed.*

**Closing date – 13 April 2017**

**If you are interested in this opportunity and feel you have the necessary skills & expertise to work with APM please send your CV with a covering letter clearly stating why you think you are suitable for this position to Caroline Brooks, HR Generalist, Association for Project Management, Ibis House, Unit D3 & D4, Regent Park, Princes Risborough, Bucks HP27 9LE or e-mail:** [**recruitment@apm.org.uk**](mailto:recruitment@apm.org.uk)

**To view the full job description, please visit:** [**www.apm.org.uk/Vacancies**](http://www.apm.org.uk/Vacancies)

**Please note if you have not been contacted within three weeks of the closing date, unfortunately your application has been unsuccessful on this occasion. We wish you all the success in finding employment.NO AGENCIES PLEASE**