

ctconsults.

Job Description

Project Analyst

Closing date: 30th June 2023

Job Description: Project Analyst

Manchester based (blended home and office working)
Full Time / Initial 12 month contract leading to a permanent role
Salary: £30 - 35K Dependent on Experience

Introduction

CTConsults is an industry-leading agency, bringing innovation thinking to the worlds of destination marketing and cultural tourism. We drive digital transformation in the cultural and tourism sectors by bringing together the capabilities needed to help organisations, partnerships and destinations be more visible, grow and thrive. We help clients harness the power of data and capitalise on technology to support their business objectives, create high performing customer journeys and experiences, and develop digital skills and digitally-minded behaviours and practices.

With a number of significant project wins, such as a three year commission to support partners in the West Midlands for the Birmingham 2022 Commonwealth Games and its legacy programme and supporting Fáilte Ireland, the national tourism authority in its plans to align pandemic recovery with digital transformation, we are realising our ambition to build a unique cultural-tourism digital transformation team. Find out more about our work [here](#).

If you are interested in digital transformation and applying it to the worlds of culture, destination-marketing, travel and tourism, we believe we can offer really exciting new opportunities, where you will be stretched, stimulated and rewarded, knowing that you are making a real difference to post-pandemic sector recovery, innovation and sustainability of a key industry.

Key Purpose and Role

You will play a key role in our digital transformation projects by bringing your project management and data analysis skills and experience to our team. You will manage the workflow platform for a major tourism project and use it to support and track the progress of over 450 business participants as they move through a digital transformation programme - measuring the impact of interventions on their digital maturity and informing the development of the programme. Experience with cloud-based task management systems such as Monday.com or Asana is essential, while experience with business intelligence platforms such as Power BI is highly desirable.

For the business

- Configure and manage software that meets our company's internal project management and reporting needs
- Provide training and support to our company's team members to ensure they are capable of using project management software and reports
- Contribute to the development of pitches for new work
- Write and present case studies about our work for networking events and publications

For Projects

The Project Analyst's responsibilities include working closely with internal and external Project Managers to report effectively to stakeholders within the project. The Project Analyst's responsibilities include carrying out analysis and evaluation of project effectiveness and status with key stakeholders. This will include monitoring the progress of some 400-500 businesses through their digital transformation journeys and analysing task or cost data using tools such as Power BI.

Roles and responsibilities of Project Analyst

- Configure and manage software that meets the operational and performance management needs of the project.
- Ensure the project management system provides an effective and efficient way to track, service and monitor project participant activity and progress.
- Work with cross-functional teams to ensure the system is meeting their operational and reporting requirements.
- Build reports for data delivery and easily understood presentation to clients.
- Manage quality and consistency of data, train users, generate reports and input data to support the project.
- Compile and populate performance reports and distribute to Senior Team.
- Use reporting and BI tools to highlight risks and opportunities for the project.
- Create reports for colleagues to help them make more effective decisions.
- Carry out project evaluation with key stakeholders using survey tools.
- Analyse feedback from project evaluation and feed recommendations and improvements back to project team.
- Update and maintain stakeholder records within the project management system and separate client-side CRM system
- Communicate with project team on a regular basis to ensure clean data for use across all areas of the organisation
- Demonstrate a complete commitment to the goals and mission of the project

Person Specification

- You should have a demonstrable track record of success in previous roles - experience working for a consultancy business and using cloud-based project management software such as Monday.com, Teamwork, or Asana.
- More importantly, you will be someone who really enjoys getting stuck into data and believes in the importance of maintaining well-structured, high quality data sets.
- You will be able to take a 'brief' and propose/create software solutions and processes that address business needs.
- You will need to be someone who gets satisfaction from being robust, methodical and thorough, and prides themselves on attention to detail and efficiency.
- We imagine you will be educated to degree level, although this is not essential as your experience will count more. You will have undertaken accredited courses and systems training however through your work.

Working life at CTConsults

We are a small team of big thinkers - as colleagues, we work collaboratively on a wide range of projects and offer plenty of scope for people keen to get stuck in and get on. Our portfolio of work covers cultural & tourism strategies, place branding and placemaking, and digital transformation - all with strategic and implementation focus.

In addition to our strategic work we run the award-winning website www.creativetourist.com and we have developed a data platform to support partnership working in aspiring cultural destinations - www.culturehosts.co.uk.

We have built a reputation for championing and developing models and programmes to help build digital capacity and capability in our sectors, and now is a great time to join us as we apply some of this thinking with our clients. www.ctconsults.com

Details

Holidays: 23 days (plus bank holidays), increasing with service.

Hours of work: Typically Monday to Friday, 9am to 5pm based in our office in Manchester, with scope for hybrid home-working.

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Salary: £30 - 35K dependent on experience

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To Apply please email pam@ctconsults.com with your CV and a covering letter

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