

PROJECT SUPPORT OFFICER

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Company: ENGIE

Location: Brussels

Category: other-general

Project Support Officer – BA Nuclear

Position in the BA organization

The Project Support Officer (PSO) is part of a PSO team dedicated to a Business Stream (e.g. FR/UK) in the Project Support Office section, integrated into the “Operational Performance” department of the Global Nuclear Business Area. The PSO teams report to the PSO Manager.

Role

Under the supervision of the project manager, prepare, coordinate and monitor the planning, scope, deliverables, project interfaces, risks and budget aspects of one or more projects during its development and execution phases. Provide support to project managers and project team members in the use of the Planisware project management tool to aid in the efficient and effective execution of projects.

Under the supervision of the Sales manager, to contribute to tender responses, both on the methodological part and on the planning load estimation part during studies, achievements, etc.

Responsibility

Construction of the workload plan with the teams concerned (Sales, Business Stream and Métiers), transcription of the workload into PLANISWARE and support for reporting the information necessary to keep the “Workforce Planning” up to date.

Support the project manager (PM) on the basis of his inputs, to build the initial scope of the project (planning and budget): By proposing an adequate WBS (Work Breakdown Structure).

By checking that workload plans are realistic and optimized, particularly with regard to production and associated deliverables
By ensuring that the schedule has enough margins (buffer).

Assist the CDP in monitoring the project:

- o By integrating the progress of the various activities into the schedule.
- o By analyzing the impact of activity advances and delays on the critical path of the project.
- o By proposing planning optimization tracks in the event of deviation.
- o By analyzing the relevance of the rest of the project and, if necessary, helping to update
- o By helping the CDP to integrate scope changes into the schedule.

Collect update data from members of the project team if necessary;

Ensuring internal and external planning reporting;

Guarantee the effectiveness of project meetings by prior updating of the schedule;

Display the progress status of the project according to the indicators in force;

Define the best way to follow the deliverables on the project in coherence with the WBS (ex: directly in Planisware or a tool dedicated and correlated to the tasks concerned);

Help to integrate the interfaces and represent the potential impact of risks in the planning in a proactive way with the project managers and ensure that they are managed;

Participate in the issuance of reports relating to the management and performance of the project or portfolio of projects by Business Stream for all stakeholders for all aspects of project management (planning, scope, deliverables, interfaces, risks and budget):

Help define the key indicators (KPIs) to be monitored and the reporting associated with these elements,

Generate these KPI's, and the reporting associated with these elements.

Support the Project Manager in the management of the project risks

Profile

Hold an engineering degree or equivalent experience;

Have in-depth knowledge of planning principles with experience of 3 to 8 years in this field;

Have knowledge of the nuclear sector;

Demonstrate proactivity and take initiative;

Be well organized (priority management);

Have an analytical mind, a good sense of synthesis and be rigorous;

Know how to collaborate, work in a team, and be assertive;

Know how to communicate in Dutch and English (French is an asset)

Willing to go on Nuclear site on weekly basis (Doel or Tihange)

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