

Post Title:	Portfolio Manager
Grade:	8

Job Description

2.1. Purpose

The Portfolio Manager will be responsible for the development, application and delivery of a systematic management framework to define and deliver a portfolio of programmes, projects and/or ongoing services, in support of ITS and the University strategies and objectives.

They will work closely with a team of Project/Product Managers, Strategic Account Managers and Delivery resources to ensure the successful management and delivery of the portfolio of ITS projects and workstreams.

They will manage the Portfolio & Project Analysts.

The post holder will have an excellent understanding of the portfolio lifecycle including how investments should be prioritised and ranked to facilitate the achievement of key business outcomes. They will develop a deep understanding of the portfolio and provide insight to senior stakeholders to enable informed decision making and facilitate the prioritisation of projects within the portfolio.

2.2. Main Duties and Responsibilities

1. Takes responsibility for producing and maintaining a detailed portfolio plan for all current and pipeline projects within the ITS portfolio in consultation with the wider ITS team, the University and the Group Leadership Team.
2. Management, direction and development of the Portfolio & Project Analysts.
3. Ensures that project leads and/or service owners adhere to the agreed portfolio management approach and timetable and that they provide the appropriate information to agreed targets of timelines and accuracy.
4. Plans, schedules, monitors and reports on activities related to the portfolio to ensure that each part of the portfolio contributes to the overall achievement of the portfolio

5. Estimates staffing costs required for successful delivery of projects and support of the ongoing service thereafter. Track staffing cost on projects and produce an end project report including any deviations as well as the total cost for IT staff and others as utilised within the project.
6. Takes responsibility for producing and maintaining a detailed resource demand for all current and pipeline projects within the ITS portfolio in consultation with all relevant areas of the service including producing analyses on alternative options and making recommendations.
7. Identifies, assesses and manages resource risks to the success of projects, including taking corrective actions for potential conflicts.
8. Ensures robust project governance and frameworks are in place and adhered to across the portfolio to enable the successful delivery of business value
9. Continually develops and enhances the key reporting across the project portfolio both internally to IT services and to wider University stakeholders. Using a variety of tools and methods to ensure the reports are fit for purpose for multiple stakeholder levels
10. Ensures effective communication with stakeholders to ensure they are kept informed of project demands and progress and to manage expectations.
11. Advises the ITS Executive Team on resource management standards, contributing to the development of the local and University Project Management Methodology. Leads through personal example including mentoring when appropriate
12. Deputises for line manager as required

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

2.3. Supervision Received

Line management is from the Head of Portfolio - Product and Portfolio Development.

2.4. Supervision Given

Relevant PMO Staff as assigned to relevant projects/products

2.5. Contacts

- IT Services staff, including Executive Team.
- University Group Leadership Team.
- Staff and students in other Schools / Support Areas of the University Group.
- External Suppliers and other education institutions.

3. Person Specification

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
<i>Education & Qualifications</i>	<ul style="list-style-type: none"> • A degree relevant to IS/IT or substantial experience in a complex organisation • Formal qualification in portfolio management. . 	<ul style="list-style-type: none"> • MoP (Management of Portfolios)
<i>Knowledge & Experience</i>	<ul style="list-style-type: none"> • Experience working in a similar role in a large, global organisation. • Experience of portfolio management and allocation in a large IT environment. • Experience of digital business literacy. 	<ul style="list-style-type: none"> • Experience of working within agile environment
<i>Interpersonal Skills</i>	<ul style="list-style-type: none"> • Able to influence and negotiate at all levels and also where resources may not be in direct control of this role. • Ability to build trust and display integrity. • Able to motivate others to deliver high performing teams and a high performance culture. • Ability to forge effective relationships in a complex matrix management environment. • Ability to work collaboratively and key team player. • Excellent communication, and presentation skills • Creative and innovative thinking • Excellent analytical, strategic conceptual thinking. • Resilient and able to excel under pressure 	
<i>Job-related Skills, Abilities & Competencies</i>	<ul style="list-style-type: none"> • Excellent analytical, strategic conceptual thinking, strategic planning and execution skills. • Exceptional leadership skills with the ability to develop and communicate the portfolio vision, and inspire, motivate and develop staff. • Takes accountability and has strong sense of ownership. 	

	<ul style="list-style-type: none"> • Results orientated and a commitment to a high quality customer service • A blend of business, IT, financial and communication skills. • Understanding business organisation, politics and culture. • Ability to build and maintain broad network of business relationships. • Knowledge of customer behaviours, needs and expectations. • Ability to lead a team/discipline to quickly resolve complex problems in the provision of IT services. • Good understanding of current and emerging technologies and how other enterprises are employing them to drive digital business support. • Presentation skills including the ability to explain technical matters to a non-technical audience. • Strategic planner – business & technical • Analysis of qualitative and quantitative data • Ability to apply project management methods. • Owning, driving adoption and application of a Project and Portfolio Management solutions • Understanding digital technologies. 	
<p><i>Other Requirements</i></p>	<ul style="list-style-type: none"> • A flexible approach to working hours and location, including a willingness to travel, locally, nationally or overseas, as required. • An appreciation of other cultures; the global reach of the University Group and its international agenda 	<ul style="list-style-type: none"> •