

<b>Post Title:</b>	Portfolio & Project Analyst
<b>Grade:</b>	6

## **Job Description**

### **2.1. Purpose**

The Portfolio & Project Analyst will work within the Portfolio Office and be responsible for the provision of support and guidance on portfolio, and project management processes, procedures, tools, techniques and reporting. This will include the tracking and reporting of ideas/project progress and performance as well as facilitating all aspects of portfolio/ideas/ project meetings, workshops and documentation.

Reporting to the Portfolio Manager, the role holder will have the responsibility of certain portfolio deliverables which may include resource management, reporting and/or portfolio planning and prioritisation.

The Portfolio and Project Analyst will understand project and programme management frameworks and will have experience in supporting the end-to-end delivery of one or more programmes of work. The role will report directly into the Portfolio Manager.

### **2.2. Main Duties and Responsibilities**

1. Takes responsibility for the provision of support services to projects. Uses and recommends project control solutions for planning, scheduling and tracking projects Produces reports as appropriate for portfolio governance, including making recommendations for changes to the portfolio.
2. Plans, schedules and monitors across the portfolio competently within limited deadlines and according to relevant legislation, standards and procedures
3. Produces reports to support the wider management of the portfolio and project tracking across all of ITS.
4. Develops and provides detailed support and guidance to the wider ITS team on project management software, procedures, processes, tools and techniques.
5. Supports project control boards, project assurance teams and quality review meetings. Involved in aspects of supporting a project by providing a view on risk, change, quality, finance or configuration management as appropriate.
6. Advises on standards, methods and tools for resource management. Contributes to the development of resource management policies, standards and guidelines and to audits and assessment of resource management processes.

7. Monitors and maintains all required financial records for compliance and audit to all agreed requirements. Contributes to financial planning and budgeting. Collates required financial data and reports for analysis and to facilitate decision making.
8. Investigates and reports on hazards and potential risk events within project delivery.

**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 Portfolio Manager.

### **2.4. Supervision Given**

None.

### **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
<b><i>Education &amp; Qualifications</i></b>	<ul style="list-style-type: none"> <li>• Educated to HND level in a relevant discipline with a professional qualification or substantial experience in related field in lieu of the above.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or formal qualification in a relevant discipline.</li> </ul>
<b><i>Knowledge &amp; Experience</i></b>	<ul style="list-style-type: none"> <li>• Experience working in a structured project delivery environment</li> <li>• Process rollout and embedding experience especially the implementation of Agile delivery frameworks</li> </ul>	<ul style="list-style-type: none"> <li>• Exposure to operating in Higher Education</li> <li>• Experience in a range of delivery methodologies including Waterfall, Agile and Nested delivery frameworks</li> <li>• Process improvement experience</li> </ul>
<b><i>Interpersonal Skills</i></b>	<ul style="list-style-type: none"> <li>• Results oriented, adaptive and decisive.</li> <li>• Can resolve conflicts and problems.</li> <li>• Ability to forge effective relationships in a complex matrix management environment.</li> <li>• Ability to work collaboratively and key team player.</li> <li>• Proven communication, and presentation skills.</li> <li>• Creative and innovative thinking.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative solution building</li> </ul>
<b><i>Job-related Skills, Abilities &amp; Competencies</i></b>	<ul style="list-style-type: none"> <li>• Proven analytical, planning and execution skills.</li> <li>• Takes responsibility and has strong sense of ownership.</li> <li>• Results oriented and a commitment to a high quality customer service</li> <li>• Knowledge of customer behaviours, needs and expectations.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work with colleagues to quickly resolve complex problems in the provision of IT services.</li> <li>• Good understanding of current and emerging technologies and how other enterprises are employing them to drive digital business support.</li> <li>• Presentation skills including the ability to explain technical matters to a non-technical audience</li> <li>• Portfolio financial tracking and reporting</li> <li>• Analysis of qualitative and quantitative data</li> <li>• Administering tracking portfolio level RAID and actions logs</li> </ul>	
<p><b><i>Other Requirements</i></b></p>	<ul style="list-style-type: none"> <li>• A flexible approach to working hours and location, including a willingness to travel, locally, nationally or overseas, as required.</li> <li>• An appreciation of other cultures; the global reach of the University and its international agenda.</li> </ul>	