



Job Description

Post Title	Portfolio Officer
Directorate	Digital and Data
Reports to	Senior Programme Manager
Direct Reports	None
Salary Band	SP28-32
Key Relationships	Senior programme manager, resource managers, project managers, service managers

Role Purpose:

- To manage and analyse portfolio data and performance, obtaining timely updates on projects in delivery and supporting the senior programme manager in presenting that information to a variety of audiences.
- To coordinate risk, issue, dependency, and financial management across the portfolio.
- To manage the improvement and adoption of tools and frameworks to improve project, programme, and portfolio governance, acting as service manager for our project management tooling.

Responsibilities:

- Support the Senior Programme Manager in implementing project management standards and best practices across the team.
- Take service management responsibility for project management tooling and process adoption.
- Collaborate with subject matter experts to enhance the functionality and usability of project management tools, taking on project work as required.
- Facilitate project meetings and workshops as required such as lessons learned, ensuring effective communication and collaboration among project teams.
- Oversee portfolio governance activities, including stage gate reviews and the implementation of improvements in project processes. Ensure compliance with internal and external project governance frameworks.
- Monitor portfolio progress and performance.
- Provide data analysis and reporting to support decision-making.
- Coordinate with project stakeholders to gather and communicate project updates and findings.
- Manage data within project management tools, working closely with project managers to improve accuracy and integrity.
- Compile information for portfolio board packs, ensuring that all necessary documentation is accurate and complete.
- Manage risk, issue, dependency and change control, tracking and reporting, working with project managers.
- Manage portfolio finance, including budget tracking, financial reporting, and providing insights on financial performance to support strategic decision-making.

People Management:

- None but may be required to manage supplier performance on occasion.

Decision Making Authority

- The role holder will have financial and procurement authority as set out in WMCA's scheme of delegation

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Proficiency in project management software and Microsoft Office Suite.	X		X	X	
Competency in delivery support including risk, issue, change and dependency management.	X		X	X	
Competency in financial management and reporting within a project context.	X		X	X	
Proven experience of identifying potential solutions and appropriateness of emerging technologies, driving benefits from these opportunities.		X	X	X	
Excellent communication and interpersonal skills, both verbal and written, with attention to detail	X			X	
A track record of building rapport and excellent relationships with a range of stakeholders		X		X	
Experienced in data management including presenting data and creation and use of dashboards for reporting and decision support.		X	X	X	
Skills/Knowledge/Abilities	E	D	App*	Int**	Other***
Strong analytical and problem-solving skills.	X		X	X	
Influence and assertiveness skills.		X		X	
Knowledge of project management methodologies and frameworks, such as Agile and PRINCE2.	X		X	X	
Strong time management skills on concurrent schedules with tight deadlines.	X			X	
Excellent teamworking and networking skills, but with an ability to work independently and take a lead role as required	X			X	
Qualifications/ Professional Memberships	E	D	App*	Int**	Other***
A-level or equivalent	X		X		
Project management or PMO qualification or proven experience in a similar role	X		X		
Related business or technical qualifications that support or underpin Project work		X	X		

Core Expectations

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focused.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.

Other

- There will be a requirement to ensure that support is provided between 08:00 – 17:00 Monday to Friday excluding bank holidays.
- There will be a requirement to work outside normal office hours to support WMCA's Digital and Data systems
- There will be a requirement to work at any organisation sites as required and travel may be required on occasion