

ROLE PROFILE

Job Title:	Portfolio Manager	Job Code:	D/P4
Department:	Finance – Portfolio Management Office	Version:	1.3
Reports To:	Portfolio Lead	Date Created:	October 2020
No. of direct reports:	1	Member of:	N/A
No of employees in function:	7	Grade:	K
		Budget:	N/A

Is this a politically restricted Post?	Yes/ No <i>(*if yes, see our policy on what this means)</i>
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ORGANISATIONAL CONTEXT

Our Vision as an organisation is:

To be a globally recognised economy where good growth delivers high levels of prosperity, jobs and quality of life for everyone.

To achieve this we will:

Secure the means to deliver projects and services needed for growth in the Leeds City Region (LCR), be its voice nationally and internationally, and build the partnerships to ensure the best economic outcomes.

Our department contributes to this by:

To ensure the delivery of a portfolio of projects and programmes within the agreed cost, time and quality framework, which meet our strategic priorities.

Portfolio Manager

Portfolio Assistant

Job Overview:

- Responsible for developing, implementing, embedding and maintaining the monitoring and analysis of principally a portfolio of programmes, to support delivery across West Yorkshire Combined Authority and partners, including: output, outcomes / benefits, financial, performance, progress, risk and issues.
- Support the Portfolio Lead with reporting on the performance of the funding programmes as necessary through Combined Authority Governance processes, directly to external funding bodies and internally to Combined Authority officers.
- Management of individual project and programme finances including claims, income and ensuring compliance with the assurance framework, financial regulations, funding body and audit requirements.

© Design, implement and maintain the systems required for delivering the objectives of your function to support the Combined Authority in achieving its vision.

- © Take a pro-active corporate role in the management of your function including participating in delivering your directorate's objectives.
- © Demonstrate commitment to corporate processes and ensure these are delivered at all times.
- © Be a visible and enthusiastic manager, encouraging partnership working across the organisation.
- © Influence, develop and motivate your team, taking a positive approach to their development.

CRITICAL SUCCESS FACTORS

*We break each job down to explain the critical areas for success, ranked by importance.
These indicate the end result or outputs for which the role holder is responsible.*

People Management:

- Responsible for the direct liaison with funding bodies including Government departments in relation to individual project claims.
- Manage contact with internal and external project sponsors including attending meetings and undertaking monitoring visits.
- Liaise with the Portfolio Manager (PMO Systems) to ensure that the PMO ICT systems (primarily PIMS) successfully support the monitoring and reporting function.
- Liaise with the finance team to ensure that the finance process and systems successfully support the monitoring and reporting function.

- © Encourage a partnership approach to work across the organisation and externally.
- © Provide clear direction, focussing on developing and motivating your team(s) to ensure targets are achieved.
- © Manage the workflow of the team to deliver a strong performance management culture, where people are accountable for the delivery of results.
- © Monitor productivity levels and balance of skills within your team, taking action to ensure that they are equipped to complete their work.
- © Create the right working environment for your team, with a solid ethic of working towards achievement of our vision, utilising the Combined Authority's policies and procedures.
- © Take a proactive approach to management of change and recruitment processes, leading consultation meetings and interviews.
- © Ensure appropriate communication channels are in place and effective between you and your direct reports.
- © Fulfil the HR processes associated with being a people manager, e.g. employee relations and development issues.

Technical Duties:

- Support the Portfolio Lead and interface with the Finance Team in the development, implementation, embedding and maintenance of the monitoring and reporting function of the PMO in order to carry out the timely measuring, analysis and reporting of financial and performance progress, including outputs, outcomes / benefits, spend, cashflow, progress, risk and issue on a monthly, quarterly and annual basis for the life of the Growth Deal and other funding programmes as necessary (typically horizons of 5+ years).
- Responsible for the day to day delivery of the monitoring and reporting function of the PMO.
- Responsible for preparing monitoring information for reporting to a range of stakeholders both internal and external and through the Combined Authority Governance processes.
- Support the Portfolio Lead in the assessment and reporting of portfolio risk.
- Support the Portfolio Lead in the provision of practical support and guidance and clear and consistent advice on monitoring and reporting to Combined Authority and partners.
- Support the Portfolio Lead to ensure Combined Authority and partners input quality controlled data in to PIMS in a timely manner for monitoring and reporting and at decision points within the assurance process.

- Undertake a project finance officer role to programmes as required.
- Undertake Case Officer appraisal of projects progressing through the Assurance process as required, i.e. responsible for assessing schemes against the Assurance Framework and the 5 cases as set out in the HM Treasury Green Book, with the focus being on a scheme's strategic fit, its scope to deliver economic benefits, are the scheme costs robust and realistic, does it offer value for money and does the management case demonstrate that it is deliverable.

- © Typically work on horizons of one year, in line with the objectives set in the business plan.
- © Ensure your function has the right procedures in place to achieve your strategic objectives, developing and amending processes as required.
- © Forward plan the workload of the function, thinking through potential contributions, identifying appropriate solutions and acting accordingly.
- © Lead by example on health & safety matters, ensuring compliance with the Combined Authority's health and safety policy.

Financial:

- Control and analyse capital funding income and expenditure from all sources and provide information for the Combined Authority financial plan.
- Interface with the Finance Team and be responsible for budgetary planning, control and reporting on individual programmes and projects.
- Collate and produce claims to external funding bodies ensuring compliance with contractual requirements for a variety of externally funded programmes and projects and in liaison with the Finance Team with regards submission of these.
- Undertake a project finance officer role to programmes as required.

- © Fulfil the requirements of a budget holder, as detailed in the Corporate Standing Orders and the Financial Regulations.
- © Deliver financial results against corporate Key Performance Indicators.
- © Analyse and appraise financial related information ensuring financial process deadlines are met.

Impact & Influence:

- Provide advice to internal and external stakeholders to ensure compliance with financial requirements of funding as well as Combined Authority Financial Regulations and Standing Orders.
- Member of individual project and programme boards as required.
- Support the Portfolio Lead in the reporting of information on spend, outputs, outcomes / benefits, progress and risk to external funding bodies and through the Combined Authority Governance process.
- Support the Portfolio Lead in responding to any queries arising from Combined Authority's management of externally funded projects and programmes and address any issues arising.
- Under the direction of the Portfolio Lead manage relationships within the changing political landscape and external environment, providing solutions for balanced and timely reporting.
- Drive the implementation of the new finance system (within the ICS project) through co-ordination of progress.
- Work strategically with the ICS Project Team and the Finance Team to ensure all due consideration is given to the Finance elements of the ICS Project
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- © Represent the interests of your function within the context of the wider aims of the Combined Authority both internally and externally.
- © Foster good working relations across the organisation, building effective team relationships.
- © Use strong communication skills to influence with key customers and stakeholders ensuring your function is able to deliver results in line with the vision.
- © Identify and find solutions to communication challenges observed within the organisation.

The above lists of accountabilities are not exhaustive. The role holder will be required to undertake such tasks as may reasonably be expected commensurate with the scope and grading of the role.

THE PERSON

To be fully successful in the role, we believe the following knowledge, skills and experience are required. When recruiting, we are looking for the best candidate match to this, however we know that there are some elements that can be trained and this will be taken into account during the recruitment process.

Knowledge:

- © Educated or experienced to Degree level in a relevant field or relevant demonstrable practical experience.
- © Practical experience of successfully performing in a similar role.
- © Understanding of programme and project management methodologies, including risk management and benefits realisation.

- Experience of the management and monitoring of outputs, outcomes / benefits, financial, performance, progress, risk and issues.
- Portfolio, programme or project management experience.
- Hold a relevant professional qualification in a financial discipline (e.g. CIPFA, ACCA, CIMA, AAT).
- Hold a relevant professional qualification in portfolio, programme or project management (e.g. PRINCE2 Practitioner, MSP Practitioner, APM).

People:

- © Experience of prioritising, planning and organising workloads to manage expectations and deadlines.
- © Experience of managing people including appraisals, performance management, disciplinary, recruitment and selection.

- Experience of providing support and advice on complex issues.
- Experience of successfully identifying appropriate communication channels to deliver information.
- Experience of managing the technical work of consultants.

Technical:

- © Demonstrable experience of managing and championing change successfully.
- © Strong communication skills with the proven ability to influence, negotiate and challenge.
- © Experience of making compelling business cases/ reports to a range of audiences.

- Understanding of the purpose of a PMO and assurance/gateway processes.
- Demonstrable ability to monitor and report on significant budgets, including long term financial planning and awareness of the impact of financial decisions on other areas of work.
- Proficient at data analysis, interpretation and manipulation.
- Experience of preparing and checking interim and final grant claims.
- Relevant and recent experience of managing a range of funding programmes whilst working in a public - private sector partnership context, within a local government environment.
- Understanding of relevant legislation and its application including Local Government Act 2003 and European State Aid.

Financial:

- © Demonstrable experience of successfully managing budgets.
- Knowledge and experience of working with external funding sources including Government and European funding programmes.
- Knowledge and experience of public financial systems.

- Experience of working with internal and external auditors.

Impact & Influence:

- © Proven experience of confidently and professionally conveying information both written and oral in a clear, concise and persuasive style.
- © Comprehensive experience of leading, negotiating and influencing stakeholders.
- © Experienced in forming and developing effective senior level working relationships with Members, Government and partner organisations to achieve the best outcomes for the organisation.
- © Comprehensive experience of providing leadership in a complex public-private sector partnership context.

OUR VALUES & BEHAVIOURS

Championing Our Region | Working Intelligently | Easy to Do Business With | Positive About Change | Working Together

These are our values. We shaped them together and we're proud of them.

We also created a set of behaviours for each of our values. Our behaviours provide us with a way of working and they are our minimum expectations of everyone here.