

Job Description

Job Title	Assistant Director Portfolio Management
Department	Chamberlain's Department
Grade	H
Location	Guildhall
Responsible to	Director of Commercial, Change and Portfolio Delivery
Responsible for	<ul style="list-style-type: none"> • Future Police Estate Portfolio Manager • Project Standards and Capability Manager • Head of EPMO • Corporate Project Manager x3 • Matrix management of dedicated financial and media resources (x4)
Appointed Candidate's Signature	<p><i>Please sign and date here upon receiving your offer of employment</i> I confirm I have read the Job Description below:</p> <p>Full Name:</p> <p>Signature Date:</p>

Purpose of Post

The Assistant Director Portfolio Management reports to the Commercial, Change and Portfolio Delivery director and is responsible for embedding and operating portfolio management across the City of London Corporation. The postholder will lead the strategic management and oversight of Corporation's portfolio of programmes and projects, with specific responsibility for programme and project Governance and Assurance. The role enables the vision for the City of London Corporation to be delivered through:

- Designing and leading processes aimed at ensuring that projects and programmes of change in City of London Corporation are conceived, defined, approved and delivered in line with agreed standards
- Ensuring that the portfolio of programmes at the City of London Corporation deliver desired outcomes - monitoring and adjusting its composition on a continuous basis
- Play a key role in developing City of London's portfolio of projects and programmes to deliver the organisation's vision, working closely across teams to ensure corporate objectives are achieved
- Overseeing a fit-for-purpose organisation that is responsible for setting standards, monitoring, reporting, providing guidance and advice, and managing initiatives through agreed gateway and governance processes

Main Duties & Responsibilities

The core duties of the role include:

1. Develop and oversee the strategic direction for portfolio, programme, and project management within the organisation, communicating the vision, goals, and objectives for effective portfolio management aligned with business strategy.
2. Lead the construction of Corporation portfolios, directing the identification, prioritisation, and selection of programmes and projects to ensure alignment with organisational objectives and resource constraints.
3. Lead the development and implementation of portfolio management frameworks, methodologies, and governance structures, maintaining effective oversight of portfolio progress.
4. Chair governance boards for taking decisions on portfolio development in response to escalated risks or opportunities. Gain governance approval for portfolio strategy and implementation.
5. Lead portfolio reviews and governance meetings to assess progress, identify opportunities for optimisation, and make strategic adjustments as needed.
6. Oversee appropriate levels of assurance, both at business case decision points and on overall portfolio governance and progress.
7. Champion implementation of portfolios across the organisation and provide overall lead and direction. Promote an energised culture focused on collaborative working in the interests of the organisation and portfolio as a whole.
8. Ensure the Corporate portfolio evolves to reflect changes in strategic directives and business priorities and that is sufficiently balanced to optimise delivery. Secure the provision of resources needed from internal / external providers. Manage the integration of project outputs and dependencies within strategic objectives.
9. Agree the risk appetite for the organisation, ensure that project/programme risk management is fully embedded within the organisation and take decisions in response to escalated risks or opportunities.
10. Take decisive action to address emerging risks and issues across the Corporation's project portfolio including the deployment of corporate project managers and other interventions.
11. Oversee the monitoring and reporting of portfolio, programme, and project performance, including financial, schedule, quality metrics and benefit tracking over multiple years.
12. Cultivate and manage a range of relationships and key strategic alliances with internal / external stakeholders. Lead senior stakeholders in regularly reviewing

the continuing relevance of projects based on a clear understanding of cost, risk and contribution to strategic objectives.

13. Drive the adoption of best practices and standards in portfolio, programme, and project management, ensuring consistency and alignment across the organisation
14. Act as lead officer providing strategic support to relevant Committees and Chief Officer Boards to enable informed decision making and proactive management of risks.
15. Deputise as Head of Profession working with stakeholders from across the Corporation to develop in the internal capabilities and behaviours to support increased portfolio management maturity across the organisation.
16. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
17. To undertake any other duties that may reasonably be requested appropriate to the grade.
18. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action
19. Deliver a professional and enabling services that supports colleagues from across the Corporation to deliver effective services and outcomes whilst ensuring best value.

Person Specification

Job Title	Assistant Director Portfolio Management
Department	Chamberlain's Department
Grade	H
Trent Position number	
DBS Criterion	No DBS
Security Vetting Criterion	No security vetting is required
Politically Restricted Post Criterion	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

Professional Qualifications / Relevant Education & Training

Professional qualification in a recognised project/programme management discipline or equivalent experience. Relevant qualifications include:

Managing Successful Programmes Practitioner
 Management of Risk Practitioner
 Managing Portfolios Practitioner
 Managing Successful Programmes Advanced Practitioner
 APM Chartered Project Professional

Experience Required

- Extensive experience in leading portfolio management in large and complex organisations
- Extensive experience of managing project portfolios ensuring interdependencies, risks and opportunities are identified and effectively managed
- Experience of working with politicians or Board members providing expert advice and challenge to ensure good governance is maintained
- Significant experience of managing strategic partner relationships, making use of contract management levers to ensure delivery

- Background in the delivery of large and complex capital programmes
- Track record of leading transformation design and delivery in a political environment
- Proven experience in building relationships with a wide range of stakeholders
- Extensive experience in establishing and running strategic PMOs including the design and implementation of robust governance and assurance frameworks
- Track record of strong financial management skills including experience of managing complex budgets

Technical Skills & Knowledge

- Expert level applied knowledge of best practice project, programme and portfolio management methodologies
- Effective leadership skills with the ability to establish a clear vision for a new service and lead/coach team members to high performance
- Strong stakeholder engagement skills and the ability to use personal influence to deliver results
- Ability to think strategically with high-level problem-solving skills; able to spot linkages and dependencies and manage high-level risks and uncertainties.
- Excellent verbal and written communications skills with the ability to synthesise and translate complex information to ensure understanding
- Ability to confidently represent the Corporation at external events
- Significant experience with monitoring, learning and evaluation and using learning to inform decisions and strategy.
- Experience of developing and driving an effective strategy, taking account of political, economic and legislative trends, issues and risks and their impact on the portfolio
- Experience of developing strategic business cases, identifying and defining financial and non-financial benefits and making the case for multi-million pound budgets.
- A sound understanding of the public sector procurement regulatory framework

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a Permanent basis.

Salary

The salary range for this job is £72,390 - £82,160 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.



Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

Three months by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation



Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.