

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Reporting Manager - Programme Management Office (PMO)
<b>MANAGED BY:</b>	Head of Service - PMO
<b>GRADE:</b>	11

### BACKGROUND

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

### THE ROLE

Reporting to the PMO Head of Service, this role will lead on all reporting on behalf of the authority's Infrastructure Directorates' Programme Management Office (PMO).

The PMO provides the framework, oversight and the necessary controls across 8 sub programmes with a total value in excess of £800m. A recent significant increase in funding now requires the existing PMO to grow and mature in order to meet the organisations developing needs and provide the necessary governance and delivery certainty.

The post holder will provide an integral role within the PMO to lead, manage and assure all facets of the reporting process required to assure the delivery of the projects and programmes within the Infrastructure Directorate. Specifically, the role holder will lead on the following:

- Create and own the standards and processes which facilitate timely and accurate reporting at Programme and Portfolio level.
- Through reporting, enable timely, intelligence-based decision making based on accurate information and provide transparency over schedule, risk, issues

and opportunities across the Portfolio and Programmes.

- Own the products and processes covering Reporting.
- Incorporate the accurate reporting of Financial information within the reporting suite.
- Establish a common set of reliable sources of truth on which reporting can be based and which is accessible to all.
- Develop automation of hierarchical reporting including rollout and training of appropriate software and IT compatible with the Combined Authority IT system.
- Undertake regular assurance reviews of inputs for Project, programme and Portfolio reporting
- Provide a reporting framework including standard operating procedures for standardised, consistent approach for portfolio, programme and project reporting.

## KEY RESPONSIBILITIES

- To lead, manage and be accountable for the effective reporting of the Portfolio to the Infrastructure Directorate PMO.
- Lead on the production and review of regular reporting, at project, programme and portfolio level reviews any other regular or ad-hoc reporting and governance requirements;
- Produce concise, relevant and timely updates and responses for Combined Authority Directors and heads of Services with respect to progress of the Programmes
- Oversee appropriate training in reporting requirements (such as 'show and tell, lunch and learns, drop-in surgeries and how-to guides) to ensure update and adherence to accurate and consistent reporting. Include gathering of lessons learned to allow for iterative improvements during delivery of the portfolio.
- Continuously improve the reporting across the portfolio by working with all areas of the projects and programmes to improve the presentation, accuracy and consistency of data and reporting.
- Manage a small team to deliver a range of briefing and reporting documents in a timely, accurate and effective way as well as a small administrative team to respond to ad-hoc requests across the programme and ensure accurate record keeping.
- Lead on portfolio-wide communications to ensure regular reporting is understood and requirements adhered to.
- Lead the team to take accurate minutes/notes at reporting review meetings including follow up action tracking.
- Build and maintain good working relationships with key stakeholders including the Infrastructure Director, Heads of Service, Grant Assurance Team, Programme Managers, Project and Delivery Managers, wider Combined Authority colleagues and across other Unitary Authority delivery teams to ensure continuation of accurate and timely reporting.
- Work closely with other members of the PMO to ensure a consistent and

joined up approach in reporting.

- Enable the timely and accurate production and issue of information to meet required reporting and governance timetables.
- Ensure that risks, issues, opportunities and dependencies across the Programme are suitably captured, reported, reviewed, escalated and mitigations/intervention implemented and tracked.
- Providing advice and support to Heads of Service and Programme Managers in preparing and presenting appropriate progress reporting information;
- Interface with the Combined Authorities planned Corporate PMO to ensure consistency and sharing of knowledge and information.
- To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.
- Monitor and support the performance management and development of team members, to support individual development and ensure that individual contributions are maximised and career progression opportunities are maximised.

To be successful in this role, you should have the following:

- **Strategic Thinking:** the ability to build strong working relationships with a diverse group of staff members at all levels to support them in their decision-making on delivery of the portfolio. Be able to understand and present accurately the direction of the programme's changes and to translate complex or unclear issues into clear messages. Understanding of wider political/policy sensitivities of the portfolio and wider stakeholders.
- **Leadership:** the ability to lead a small team to coordinate a variety of tasks, working with team members according to their specialist skills to further the goals of the portfolio.
- **Presentation:** experience of drafting a wide range of reports with an ability to summarise a complex set of facts, and advise where there are choices to be made, clearly, accurately and succinctly to a wide audience.
- **Analytical Skills and Insight:** the ability to analyse and present large volumes of qualitative and quantitative data in a concise and meaningful way.
- **Stakeholder Relationships:** proven capability in building and maintaining stakeholder relationships with a wide range of organisations and people, using those relationships to achieve desired outcomes.
- **Changing and Improving:** develop robust plans and tools for improving the Reporting function and the documents it develops.
- **Communication:** excellent oral and written communication skills are essential with the ability to adapt style and tone for different audiences. Engage confidently and effectively with senior members of the Combined Authority to explain complex issues in readily understandable way.
- **Organisation:** excellent organisational and time-keeping skills are required in this role with the ability to effectively balance a number of briefing, reporting, and management responsibilities.

## ESSENTIAL (MUST HAVE)

### Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Recognised Project / Programme / Portfolio Management related qualification(s) (MSP, PRINCE2, APM etc.)
- Professionally chartered or working towards chartered status.

### Experience

- Experience in developing and leading effective reporting within Programme Management Offices.
- Experience implementing proportionate, effective and suitable project and programme reporting, controls and governance.
- Experience managing small teams and resources.
- Experience mentoring and developing teams including developing individual development/training plans.
- Experience of working in a complex stakeholder environment at a senior level and can demonstrate ability to develop and maintain effective relationships.
- Working with and advising Senior Officers.

### Skills and Competencies

- To relate to all staff throughout an organisation, whilst remaining professional.
- Possess excellent inter-personal skills and the ability to motivate staff and other managers and develop a positive organisational culture
- Excellent communication, influencing and negotiation skills in a range of environments, including commanding confidence with partners.
- Demonstrate the ability to work accurately under pressure with frequent changes of priority.
- Strong project management skills.
- Strong analytical and problem-solving skills.
- Exceptional communication skills, written and verbal.
- Strong presentation skills.
- Advanced proficiency in Microsoft Excel and other data analysis tools
- Ability to balance logical and analytical approach to decision making whilst bringing innovative solutions to complex problems.

## REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 25 days Annual Leave plus bank holidays

- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We are about to move into a new bright, airy, modern office space, with all latest technology, under a 10 minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

*As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.*

## WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at The West of England and Combined Authority receives a minimum hourly wage of £9.90 - higher than the government minimum for over 23s, currently £9.50 per hour

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

