

JOB DESCRIPTION

| | |
|--------------------|-------------------------------------------------------|
| JOB TITLE: | Reporting Manager - Portfolio Management Office (PMO) |
| MANAGED BY: | Head of Service - PMO |
| GRADE: | 11 |

BACKGROUND

The West of England Combined Authority is seeking to appoint a Reporting Manager to join the Infrastructure PMO team.

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.

You will be a key player as we create West of England Sustainable Transport. We are delivering on the big transport improvements people in the region need and deserve, changing how people travel, making journeys affordable, reliable, enjoyable, and safe.

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 Head of the PMO, this role will lead reporting for the Infrastructure Directorates' Portfolio Management Office.

The PMO provides the framework, oversight and 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, provide the necessary governance and delivery certainty.

The post holder will fulfil 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 Project, 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.
- 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.

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 - including other regular or ad-hoc reporting and governance requirements.
- Continuously improve the reporting across the portfolio, working with other PMO members and wider stakeholder community, to improve the presentation, accuracy and consistency of data and reporting.
- Own the production of concise, relevant and timely updates and responses for Combined Authority Directors and Heads of Services with respect to progress of the Programmes.
- Manage and develop the reporting team to collaboratively deliver the periodic reporting deliverables in line with the reporting calendar and support continuous improvement of reporting processes.
- Monitor and support the performance management and development of team members, to provide individual development and ensure that individual contributions and career progression opportunities are maximised.
- Develop and oversee appropriate training in reporting requirements (including 'show and tell, lunch and learns, drop-in surgeries and how-to guides) to support adherence to accurate and consistent reporting. Include gathering of lessons learned to allow for iterative improvements during delivery of the portfolio.
- Lead and embed the new Stage Gate process on behalf of the PMO to assure robust assurance of project transition between stages.
- Lead on portfolio-wide communications to ensure regular reporting is understood and requirements adhered to.
- 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.

- Ensure that risks, issues, opportunities and dependencies across the Programme are suitably captured, reported, reviewed, escalated and mitigations/intervention implemented and tracked.
- Interface with any future state Corporate PMO, to ensure consistency and sharing of knowledge and information.
- Ensure accurate minutes/notes at reporting review meetings including action tracking.
- To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

PERSON SPECIFICATION

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, including mentoring and 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.

Skills and Competencies

- 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 analytical and problem-solving skills, with 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:

- 26/31 days annual leave plus bank holidays.
- Generous Employer-Contribution Pension Scheme through Avon Pension Fund.
- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.
- Cycle to work scheme and secure bike parking.
- Free eye tests for all display screen equipment (DSE) users.
- Discounted monthly bus tickets.

We are based out of a new bright, airy, modern office space, with all the 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 £15.17 - higher than the government minimum for over 23s, currently £11.44 per hour. Find out more [here](#).



WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of the West of England Good Employment Charter. Find out more about the charter [here](#).

