

JOB DESCRIPTION

JOB TITLE:	Portfolio Coordinator (Corporate PMO)
MANAGED BY:	Assurance Manager
GRADE:	8

ROLE OVERVIEW

Key Accountabilities:

- Coordinates and manages gateway reviews and assurance processes across the PMO portfolio
- Acts as the central point of coordination for assurance activity, governance forums and decision processes
- Supports the Assurance Manager in delivering the PMO's assurance function
- Ensures gateway reviews are well-organised, evidence-based and aligned to PMO standards
- Maintains accurate records of assurance findings, decisions and actions

Key Relationships

- Head of Corporate PMO
- Assurance Manager
- Portfolio Leads (Risk, Outcomes & Benefits, Comms and Information)
- Project Sponsors, SROs and Project Managers

THE ROLE

Reporting to the Assurance Manager, the Portfolio Coordinator (Gateway Reviews and Secretariat) provides the coordination, structure and governance support required to deliver effective assurance across the PMO portfolio. The role ensures that gateway reviews and assurance processes are well-managed, consistent and support high-quality decision-making.

The role supports the assurance function, coordinating gateway reviews, managing documentation and ensuring that assurance activity is recorded, tracked and actioned effectively. This includes supporting the assurance manager, portfolio leads, and project teams to ensure that projects are prepared for gateway reviews, that the

correct information is provided, and that outcomes and decisions are clearly documented and communicated.

Working across multiple projects and stakeholders, the role ensures that assurance processes are **transparent, proportionate and evidence-led**, supporting the PMO's objective of maintaining delivery confidence and enabling informed decision-making.

They will:

- Coordinate the gateway review process, from scheduling to outcome tracking
- Ensure all required documentation and evidence is submitted, organised and accessible
- Support the production of assurance outputs and recommendations
- Maintain a clear audit trail of gateway decisions, actions and outcomes
- Provide secretariat support to governance forums, as effective administration and follow-up

Key Attributes

Assurance Coordinator

Supports the delivery of assurance processes by ensuring gateway reviews and governance activity are well-organised and effective.

Governance Facilitator

Ensures governance forums and decision-making processes run smoothly, with clear structure and coordination.

Supportive Partner

Provides practical support to project teams to help them navigate assurance and governance processes effectively.

KEY RESPONSIBILITIES

- Coordinates the gateway review process, including scheduling, coordinating inputs, and managing timelines and deadlines.
- Reports to the **Assurance Manager**: supports the corporate PMO assurance function by coordinating for and reporting on the gateway process.
- Support project teams in their preparation for gateway reviews, coordinating with the portfolio leads to ensure that projects have the required documentation.
- Support in the production of outputs from gateway reviews including the population of gateway checklists, recommendations, summary reports, actions and owners.
- Ensure a clear and accessible audit trail of assurance activity, supporting governance and external scrutiny

- Provide secretariat support to governance forums, including preparing agendas, tracking meetings, and taking actions and follow-up
- Track progress against assurance actions, so that actions are assigned, updates are monitored, and issues are escalated where required

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Strong understanding of the project lifecycle process; governance and PMO frameworks; planning and project controls

Experience

- Experience supporting project coordination and Project Management Office (PMO) activities, including monitoring project plans, tracking milestones and deliverables, maintaining project documentation, coordinating reporting processes, and supporting governance arrangements.
- Experience organising and coordinating meetings, documentation, and stakeholder contributions.
- Experience working within a structured, process-driven environment, with a strong understanding of governance, compliance, and organisational procedures, ensuring work is delivered accurately, consistently, and in accordance with agreed standards, policies, and timescales.
- Experience coordinating activity across multiple teams, workstreams, or projects, effectively managing competing priorities, facilitating collaboration between stakeholders, and ensuring information flows efficiently.

Skills and Competencies

- Strong organisational and time management skills.
- High attention to detail, demonstrating a consistent ability to produce accurate, high-quality work.
- Ability to manage, maintain, and organise information from multiple channels.
- Strong communication skills, with the ability to communicate clearly, concisely, and professionally both verbally and in writing.
- Ability to work across multiple projects with competing and conflicting priorities, effectively managing workloads, balancing short-term demands with longer-term objectives, and responding flexibly to changing requirements.
- Strong record-keeping and administrative capability, including maintaining accurate records, managing documentation and correspondence, tracking actions and decisions, and ensuring information is stored and managed in line with governance, audit, and compliance requirements.

DESIRABLE

Qualifications and Knowledge

- Educated to degree level or able to demonstrate equivalent professional experience in a relevant sector.
- Understanding of the Nolan Principles of Public life

Experience

- Experience in using P3MO Project Management tool or similar project management tool
- Understanding of governance and assurance processes
- Experience in working in local authority / public sector environments