

## JOB DESCRIPTION

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|--------------------|---------------------------------------------------------------|
| <b>JOB TITLE:</b>  | Portfolio Resourcing and Pipeline Coordinator (Corporate PMO) |
| <b>MANAGED BY:</b> | Project Mobilisation Manager                                  |
| <b>GRADE:</b>      | Grade 8 - £39,481 to £43,149                                  |

### ROLE OVERVIEW

#### Key Accountabilities:

- Coordinates and manages deployment of project management resource across the WECA portfolio. In practice, this means:
- Supporting the Mobilisation manager to maintain effective deployment of PMO resource at mobilisation phase upfront, and to ensure projects are being set up with clear plans and project controls from the outset
- Supporting the Assurance Manager to maintain effective deployment of PMO resource during longer-term delivery
- Supporting the Comms and Information Manager to maintain accurate and up-to-date project information. This is important to ensure resourcing demands are based on correct information. This will involve quality assuring incoming P3MO information.
- Ensuring recharges are applied for PMO support on a monthly basis

#### Key Relationships

- Head of Corporate PMO
- Mobilisation Manager
- Assurance Manager
- Comms and Information Manager
- Strategy Team (provide inputs from pipeline development and prioritisation process)
- Portfolio Leads (Risk, Outcomes & Benefits, Comms and Information)
- Project Sponsors, SROs and Project Managers

### THE ROLE

Reporting to the Project Mobilisation Manager, the Resourcing and Pipeline Coordinator plays a central role in ensuring PMO resources are deployed effectively across the WECA portfolio and that the organisation maintains a clear view of current and future delivery demand. The role acts as the link between portfolio information, resource planning and pipeline development, providing the insight and coordination needed to match PMO capacity with organisational priorities.

Working closely with the Strategy Team, Mobilisation Manager, Assurance Manager and Comms and Information Manager, the post-holder will maintain oversight of both the current portfolio and emerging pipeline. They will ensure resource requirements are understood, forecast and managed consistently, enabling the Corporate PMO to respond effectively to changing priorities and delivery demands.

The role also serves as a key steward of portfolio information, ensuring project data is accurate, complete and up to date. By maintaining a clear understanding of project status, future demand and resource commitments, the post-holder will provide the information and coordination that underpins effective portfolio planning, assurance and decision-making across the organisation.

**They will:**

- Coordinate project mobilisation activities, ensuring plans, schedules and resource requirements are clear and aligned
- Monitor and ensure project schedules and planning tools, are consistent and accurate.
- Maintain and update a portfolio level project schedule, keeping oversight over plans, and resourcing commitments across the council.
- Provide coordination across project teams to ensure dependencies, timelines and resources are aligned
- Ensure project information is structured and accessible to support reporting, assurance and decision-making

**Key Attributes**

- **Portfolio Resourcing Coordinator** - supports the Mobilisation and Assurance managers to maintain a clear picture of portfolio resourcing demand, capacity and priorities. Supports effective deployment of PMO resource across the portfolio.
- **Information Steward** - supports the Comms and Information Manager to ensure portfolio information is accurate, reliable and decision-ready.
- **Collaborative Partner** - builds effective working relationships across Strategy, PMO and delivery teams.

## KEY RESPONSIBILITIES

### Resource and Capacity Planning

- Maintain a clear view of PMO resource deployment across the portfolio.
- Monitor current and future resource demand, identifying capacity pressures and gaps.
- Support the Project Mobilisation Manager to align PMO resource with organisational priorities.
- Provide resource planning insight, forecasts and management information.

### Pipeline and Portfolio Coordination

- Maintain visibility of the project pipeline and its implications for PMO capacity.
- Coordinate with Strategy, Mobilisation and Assurance teams to understand emerging demand.
- Identify and escalate resource risks, conflicts and dependencies.
- Support portfolio planning and prioritisation activities.

### Information and Portfolio Management

- Maintain accurate, complete and up-to-date portfolio information.
- Quality assure project information and challenge gaps or inconsistencies.
- Support portfolio reporting, governance and assurance processes.
- Ensure portfolio data is accessible, reliable and aligned to PMO standards.

### Stakeholder Coordination

- Act as a key coordination point between the PMO, Strategy Team and delivery teams.
- Build effective relationships with Project Managers, Sponsors and SROs.
- Promote consistent approaches to resource planning and portfolio management across WECA.

## 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 in working with project plans and controls (RAID logs, schedules, reporting)
  - 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.

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### 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
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- 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.
- Proficiency in planning tools

### 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
- Understanding of governance and assurance processes
- Experience in working in local authority / public sector environments