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| **Job Title** | Associate Director Portfolio |
| **School / Service** | Strategic Development & Delivery Directorate |
| **Grade and Salary Range** | Starting from £70,913 per annum, inclusive of London Weighting |
| **Location and Hybrid working status** | Docklands Campus & Hybrid-working |
| **Reporting to** | Director of Portfolio and Benefits |
| **Contract type** | Permanent, full time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The Strategic Development and Delivery team works in partnership with stakeholders across the institution, combining our specialist expertise, sector knowledge and institutional awareness to support the delivery of our vision to 2028 and beyond.

This is a new Directorate for UEL and comprises four main portfolios: Insights & Decision Support, Strategy & Performance, Portfolio & Benefits, and Change & Improvement. These four service areas will facilitate effective decision making, improve our staff and student experience, and deliver lasting positive change.

**JOB PURPOSE**

The Associate Director Portfolio is responsible for the management of a team of project managers, who will deliver key strategic projects and programmes under the UEL strategic Programme and Project Management (PPM) framework. The role holder will also be integral to the ongoing assurance of the portfolio’s adherence to the framework, and its continuous improvement, providing an advisory role to stakeholders across UEL who require some support in delivering their own departmental projects and initiatives.

This new role also owns delivery of sub-strategies within the annual plan and development of the Portfolio and Benefits team, ranging from the coordination of upskilling and tooling for the team, through to developing a balanced scorecard set of KPI’s to measure and monitor the team’s effectiveness and efficiency.

**KEY DUTIES AND RESPONSIBILITIES**

**Key activities:**

* Line management of a team of project managers, ensuring the consistent and effective application of the PPM framework to full lifecycle of programme and project management.
* Working with Associate Directors of other portfolios across UEL, to ensure cross-project and cross-portfolio dependencies are identified and managed.
* Co-design and delivery of the Portfolio & Benefits annual plan.
* Provision of a ‘friendly advisory’ service to stakeholders across UEL who want support and guidance (but not project management resource) for their departmental initiatives.
* Upskilling of the project management team.

**Key accountabilities:**

Strategic Development & Delivery Portfolio Management

* Maintain adherence to standardised procedures for the development and approval of the pipeline from proposal through to business case including ideation, gateways and evaluation.
* Develop and maintain effective reporting of all projects and programmes across the portfolio by collecting, analysing, and summarising information, risks and dependencies, and budget performance, to enable stakeholders, sponsors and leadership to make appropriate decisions.
* Managing a portfolio of multiple programmes and projects, managing their interdependencies, resourcing and any proposed changes which may affect project priorities.
* Ensure that both risks and dependencies across the portfolio are identified and managed.
* Building and managing meaningful and supportive relationships across the organisation.

Programme and Project Management

* Supporting the delivery of programmes and projects, through both their team within Portfolio and Benefits, as well as working in partnership across other projects and programmes in other portfolios.
* Develop and maintain effective reporting of all programmes across the portfolio by collecting, analysing, and summarising information, risks and dependencies to enable stakeholders, sponsors and leadership to make appropriate decisions.
* Continuous improvement of the PPM Framework for UEL including policies and procedures and ensure that it reflects the strategic intent of the institution.
* Establishing effective working relationships with all stakeholders and ensuring effective communication.
* Acting as a point of escalation for SLT and SMT members, as well as Project Sponsors and Project Directors.
* To plan, budget, organise, direct and control tasks, people and resources, making them available for programmes and projects where appropriate.
* Attend relevant project and programme governance and assurance Boards to provide oversight and implementation updates.
* Quality assurance to strategic programmes to ensure they are delivering effectively and adhering to appropriate standards and good practice.

**Key deliverables:**

* Drive delivery of projects and programmes on-time, to agreed stakeholder expectations, and within budget.
* A continually updated roadmap of current and future SDD initiatives, aligned and prioritised to deliver our part of the institution’s strategic and business objectives.
* Weekly, fortnightly, and monthly reports on the progress of projects and programmes in the SDD portfolio, into the wider UEL portfolio.
* Establish and attend SDD Programme and Portfolio boards, ensuring all reports are produced and circulated in time for attendee consumption.
* Support the creation of and adherence to processes for ideation, business case development, project prioritisation, approval and initiation.

**Key relationships:**

All directors and the Senior Management Team in SDD, especially the:

* Director of Portfolio and Benefits
* Head of Benefits Realisation
* Head of Strategic Portfolio Management Office
* Head of Change and Process Improvement
* Head of Planning and Performance
* Head of Risk Management
* Directors and senior managers across UEL, especially Finance and ERD.
* ERD
* Associate Directors in other change portfolios (such as Connected Campus, Digital First, and any/all new portfolios that might be implemented
* Programme sponsors and senior responsible owners
* PPM staff across the portfolio

**Key capabilities:**

* Expertise in translating business analysis, requirements definition and business case production into practical implementation.
* Capable of providing innovative solutions to complex problems within short timescales, able to analyse complex data and structures, identify critical success factors and develop effective plans for implementation.
* Capable of working with senior stakeholders, recognising other institutional priorities, whilst ensuring that programmes of work remain on schedule.
* Ability to understand the strategic aims and objectives of the organisation; and convene and align resources to deliver these objectives.
* Effective analysis of both qualitative and quantitative portfolio information.
* Ability to drive change and enable positive conflict and resolution through this process.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Substantial experience in full lifecycle portfolio, programme and project management
* Expert planning and organisational skills
* Highly experienced in portfolio management and delivery including providing governance and assurance
* Proven track record of successful project and programme delivery ranging in size and complexity, cross platform and impacting differing services
* Proven expertise in managing multi-function teams to deliver successful large-scale programmes
* Experience of leading teams in high performance cultures
* Experienced and competent in the use of MS Office applications (specifically Word, Excel and PowerPoint)

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Desirable**

* Professional membership and up to date professional qualifications in project management
* Educated to degree level (or equivalent experience)

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!