

Job description

Projects portfolio manager

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| Salary: | Up to £30,000 package |
| Location: | Predominantly home-based working virtually Living in England (London or South-east location preferred) |
| Job type: | Permanent [after probationary period of 6 months] |

Reporting initially to the Managing Director and ultimately to the Head of Operations, this role is about controlling the diverse portfolio of SDN activities.

You will initially work with the Managing Director to establish an integrated system for the set-up and control of SDN programmes, projects, assignments, events, and resources. The aim is to establish effective overall, operational and financial management. You will then operate, maintain and develop the system.

You will enjoy creative problems-solving to keep projects on track and delivering their outcomes.

SDN is a small agile private sector company that works on a personal achievement culture where individuals and teams collaborate to meet a high level of performance.

Benefits include; working from home, 25 days paid annual leave plus statutory holidays. Service loyalty and performance qualifies for entry to the company employee share scheme.

Main duties and responsibilities

- With the Managing Director and Head of Operations:
 - review how SDN controls its programme, project, assignment, event and resource production activities
 - set up a project portfolio system (PPS) to simplify and improve the operational and financial management of all SDN's activities
- Working to the Head of Operations run the PPS to:
 - support SDN's operational and financial management
 - meet strategic objectives and deliver business plan targets
 - deliver high quality customer and stakeholder service
- Continuously report on and improve SDN's:
 - performance monitoring and reporting
 - financial management and control
 - planning and forecasting
 - review, evaluation and improvement processes
 - IT and communications systems
- Where possible, directly contribute to SDN's customer-facing and fee-earning activities, and proactively, contribute to the growth and success of the business

| Attribute | Description | Essential / Desirable |
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| Experience | Project planning, management and control | Essential |
| Experience | Project portfolio delivery | Essential |
| Experience | Design and delivery of management information and financial reporting systems | Essential |
| Skills | Information and communication technologies, in particular Microsoft Office, SharePoint and Teams to a high standard | Essential |
| Skills | Team working and communications especially in a distributed and virtual environment | Essential |
| Behaviours | Flexible, collaborative, commercial approach appropriate to working in a small, agile team | Essential |
| Behaviours | Crisp and clear written communication | Essential |
| Knowledge | Effective project portfolio management and relevant IT systems | Essential |

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| Skills | Managing and participating in online meeting activities | Desirable |
| Knowledge | The learning and skills system in the UK, preferably including the apprenticeship and technical education system | Desirable |
| Qualification | Relevant apprenticeship, degree or professional qualification | Desirable |
| Qualification | Evidence of continuous professional development | Desirable |