



Strategy and Transformation - Programme Management Office

Job Title:	Portfolio Manager
Reporting to:	Head of Programme Management Office
Dogs Trust Grade:	D
Location:	London office

Job Purpose

The Portfolio Manager will be responsible for designing and implementing a new Portfolio Management framework for Dogs Trust to support optimisation of priorities, plans, resources, and funding to maximise successful realisation of key strategic goals and objectives. This postholder will play a key role in ensuring an appropriate balance of effort across a complex, multi-year transformation programme with delivery of ongoing change and 'business as usual' priorities.

The Portfolio Manager will develop the processes and tools to enable effective portfolio management, which will include governance, risk and issues management, dependencies management, triage and prioritisation of emerging projects and requests for change, as well as portfolio-level plans and reporting. They will support the Head of Programme Management in developing the standards for Dogs Trust's project and programme management.

The Portfolio Manager will also build strong working relationships with senior stakeholders and the wider Programme Office team and will influence and advice on recommendations to support overall coherence and optimisation of the portfolio as a whole.

Overview of the Department/Team

Dogs Trust is the largest UK-based canine welfare organisation. It is committed to the care and welfare of dogs. The Strategy and Transformation Directorate incorporates five Departments: Research, Intervention Development, Learning and Organisational Development, HR, and Programme Office, as well as an EEDI team.

Dogs Trust has an ambitious strategy, aiming to maximise the impact of rehoming, prevent the types of problems which lead to relinquishment and euthanasia, improve the welfare of dogs around breeding and acquisition, and improve the welfare of dogs on a global scale through dog population control and elimination of rabies.

The postholder will work with the Head of Programme Management and the wider Programme Office team to ensure a coherent framework for portfolio, programme and project management is implemented and to enable rapid escalation and resolution of emerging risks, issues or dependencies.

Key areas of accountability
Design and implement portfolio planning processes, including development of a portfolio plan that provides senior leaders with visibility of key phases, milestones and activities across transformation, ongoing change and 'business as usual' priorities. Working closely with the Head of Programme Management and Programme Managers, identify the most efficient and effective approaches to integrating programme plans with the portfolio plan.
Design and implement portfolio controls, including change control, enabling Sponsors and senior stakeholders to consider the implications of proposed changes to scope, timescales or resources on the wider portfolio. Develop mechanisms for the triage and review of proposals for new programmes and projects, to support decision-making and prioritisation.
Design and implement light-touch, targeted and strategic portfolio-level reporting and assurance processes to enable senior leaders to have oversight and assurance of the status of the whole portfolio and to support decision-making at key milestones.
Support the Head of Programme Management in shaping advice and recommendations to Sponsors and senior leaders on projects and programmes that should be stopped, started, delayed, or have resources reallocated to support optimal delivery of overall strategic priorities.
Work closely with the Head of Programme Management and the Head of Governance, Risk, Compliance and Assurance to influence and shape effective and coherent frameworks and processes for portfolio, programme and project governance, decision-making, delegated authority, risk and issues, assurance, and dependencies management for the organisation.
Contribute to the shaping of coherent, effective, and proportionate portfolio, programme and project management frameworks, methodologies, standards, processes, and tools for Dogs Trust.
Support the wider Programme Office team in identifying opportunities to support the building of portfolio, programme, and project management capability across the organisation as well as opportunities for improving the visibility and brand of the Programme Office, as a recently formed team.
Design and undertake 'second line of defence' assurance activities of key programmes and projects across the organisation to support continuous improvement and to establish delivery confidence.
Any other reasonable duties.

Person Specification
<i>Essential skills, qualifications, experience, and attributes</i>
Proven recent experience in successfully managing a complex portfolio involving multiple programmes alongside BAU priorities.
Experience of shaping, designing, and implementing portfolio frameworks, methodologies, processes, and tools from scratch.
Experience of optimising and aligning diffuse plans across programmes and projects to generate a coherent and feasible organisational roadmap.
A relevant portfolio, programme, or project management qualification (such as MoP, MSP, APM, PfMP, Prince2 etc.).
A highly strategic thinker with a logical, organised mindset with a focus on delivery.
A highly proactive and motivated self-starter.
Substantial experience in effective stakeholder management with the ability to influence, engage, motivate, collaborate and skill share with senior leaders and colleagues from a wide range of functions.
Excellent presentation skills with the ability to lead discussions around project and programme progress or issues.
High attention to detail and ability to produce high quality written reports and documentation for a senior audience.
Knowledge and recent experience of using different project and programme management methodologies.
IT literate, confident user of MS Project, MS Visio, and an advanced user of MS Office or equivalent.
Good knowledge of budgeting and resource allocation processes.

Adaptable and able to embrace change.

Ability to find ways to solve problems or pre-empt them.

Desirable skills, qualifications, experience, and attributes

Experience of managing a portfolio while an organisation is undergoing complex change and transformation.

Experience of Monday.com.

Additional information

Working hours are 9am to 5pm, this includes a degree of agile working which will require a minimum of 2 days a week based at the London office in Angel.

Last revised: July 2024

