



Portfolio Delivery Manager

Job purpose: Leadership of either the Law Society or Corporate Solutions/Group pillar in all aspects of delivering priority change projects for multiple customers across the Law Society Group

Key Accountabilities

- Manage a small team, providing mentoring and coaching, in order to schedule and co-ordinate their workloads, mitigate escalated risks and resolve escalated issues to support their contributions to delivery of projects
- Take ownership of approximately 15-20 projects/programmes which includes ensuring adherence to processes and governance to ensure successful delivery in terms of time, cost and benefits
- Develop relationships with the relevant leadership team in order to develop and manage a rolling change portfolio to ensure the right projects are resourced correctly, project deliverables agreed and projects status reports are transparent
- Develop business plans and budget forecasts for the portfolio, feeding in to the overall PPMO Business Planning discussions and ensuring agreed cost / resource recommendations are aligned with the agreed change portfolio
- Reviewing lessons learned from projects/programmes and making recommendations to the PPMO leadership team to drive continuous improvement
- Develop and manage portfolio delivery staff including application of leadership, performance management, development and succession planning to ensure they have the required competencies for the role and ensure succession plans are in place
- Represent portfolio on PPMO Leadership Team, reporting on portfolio performance, reporting deviations and escalating issues for decision / resolution
- Develop relationships with relevant internal stakeholders including the relevant leadership team and Chief Operating Officer to align on PPMO approach, understand business requirements, the pipeline and develop agreed plans

Knowledge, Skills & Experience

Essential

- Strong people management skills
- Strong business partnering and stakeholder management skills
- Strong coaching, influencing and negotiating skills
- Prince 2 practitioner or equivalent
- Significant proven project/ Programme Management experience
- Experience in managing IT and business focussed projects

Desirable

- Proven Portfolio management experience

Planning & Organising

- Needs to align and integrate work with other colleagues
- Needs to plan for the year ahead developing an annual plan and targets
- Job requires the ability to forward plan as well as the ability to deal with numerous projects with competing deadlines and priorities
- Understanding of how to work with different parts of the business and how to manage their priorities and competing interests
- Needs to manage matrix based teams including external consultants/suppliers
- Operates over the year ahead in setting strategy and developing business plans
- Highly collaborative role, needs to integrate and align plans with broad range of internal functions
- Will need to balance priorities and be flexible as projects and initiatives within the portfolio change
- Plans and organises own work as well as the work of the Portfolio Delivery Team
- Will need to balance strategic thinking with detailed implementation



Dimensions

- Managing rolling portfolio of approximately 15 - 20 projects
- Managing permanent and non permanent staff
- Based at the Cube, Birmingham with travel to London (or vice versa)
- Flexibility is essential to meet PRC, programme and planning deadlines
- Managing 7-10 Direct Reports
- Managing capital budget of approx £3m-£5m
- Managing resource budget of approx £1m
- Full time, 5 day a week, permanent role

Organisation Chart

