

Portfolio Administrator

Department: Cabinet Office – Risk & Assurance

Section: Corporate Portfolio Management Office (CPMO)

Reports to: Head of the Corporate Portfolio Management Office

JE Ref: CB1024

Grade: CS08

JE Date: 27/06/2023

Job purpose

The Portfolio Administrator works in the CPMO team to implement best practice programme/project management to enable the successful delivery of Government of Jersey change portfolio.

Contribute to embedding and maintaining change delivery frameworks and operational governance and control frameworks, to include: Risk and Issues Management, Benefits Management, Configuration Management and Business Continuity planning across the function.

Job specific outcomes

- Perform relevant support and administrative duties in the implementation of corporate projects, activities and change programmes, collating information regarding matters of business and change management to inform key decision points on behalf of the function.
- Ensure the operational and business management of information and functional services, implementing operational policy and procedures to ensure the function is compliant with all relevant legislation, financial process management, continuous improvement and KPIs,
- Support the CPMO team and colleagues in the Change Community, to ensure all change activity is compliant with the principles and requirements of the Public Finances Manual, associated frameworks and policies, and make decisions based on project information.
- Provide a range of financial processing services; payments, receiving and checking in all stages of payments in and payments out and reconciliation. Liaise with external providers to ensure goods and services are ordered and delivered on time / budget and in adherence to the Public Finance Manual.
- Ensure that all administrative processes and procedures are appropriate for purpose (i.e. document version control, computerised filing), well documented and consistently applied. Work collaboratively with other members of the team by assisting with other ad hoc projects or change initiatives and at times of exceptional pressure / workload. Provide secretariat function for the team.
- Act as a role model at all times. Lead on tasks where requested and always maintain confidentiality to ensure compliance with data protection requirements. Work collaboratively as part the CPMO, contributing to a learning culture focused upon improvement and high performance.
- With guidance, produce written documents and presentations (though the use of PowerPoint / Word / Excel) such as reports, recommendations, and discussion papers for dissemination

in a suitable format for presentation to a wide variety of audiences, including departmental senior management, project boards and portfolio sessions.

- Lead on the administration of the GoJ portfolio reporting tool, supporting the user group with access, issue resolution and training. Support with the re-architecture of the portfolioWhere required, support with the production of management information reports from the system. applicable.

Statutory responsibilities

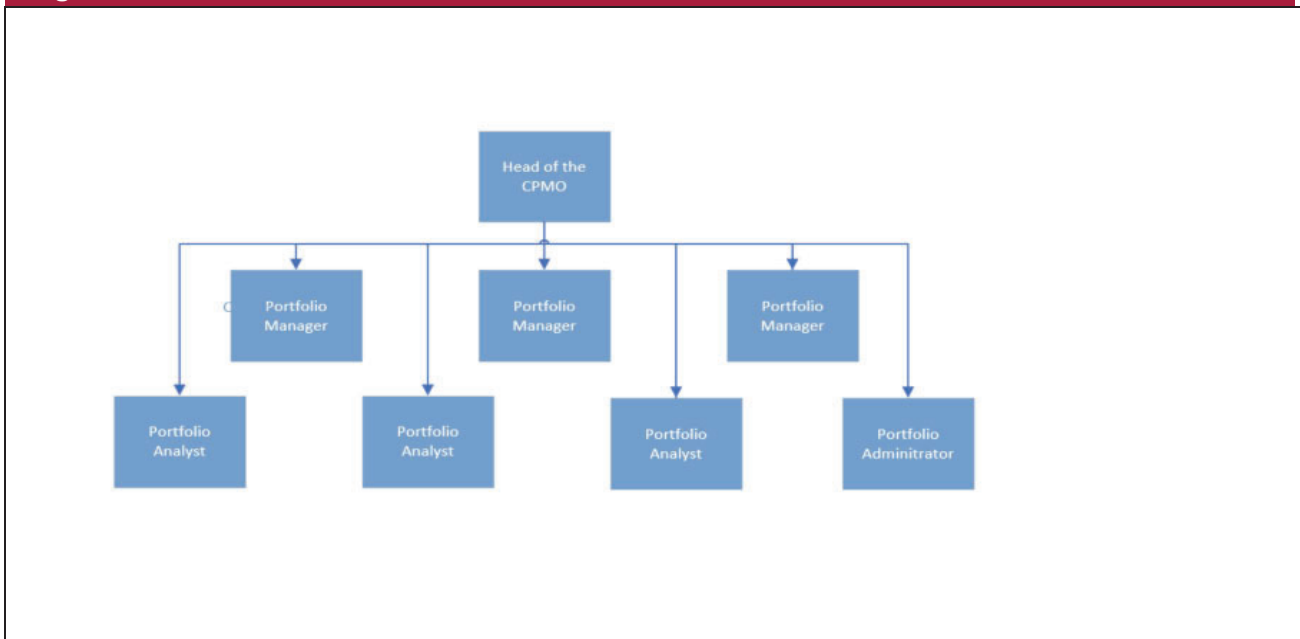
Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Educated to degree level or equivalent in a subject with a high degree of analytical or numerical content, or demonstrates such a level of equivalent experience</p>	<p>PRINCE 2, MSP, or equivalent</p>
<p>Knowledge This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Sound knowledge of governance risk and compliance to support note taking</p> <p>Knowledge of business engagement, stakeholder management, influence and coordination across organisations</p> <p>Knowledge of managing projects with high levels of organisational change</p> <p>Knowledge of risk identification and management within large, strategic change programmes that impact organisations at all levels</p>	<p>Good understanding of local politics and Government structures</p>
<p>Technical / Work-based Skills This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</p>	<p>Excellent IT skills as will be required to produce and develop accurate and well-presented written and electronic reports, records and documents.</p> <p>Ability to bring together and articulate the broader business context and understanding of the strategic business priorities and objectives Ability to monitor and manage performance against contracts, KPIs and SLAs</p>	

	<p>Ability to draw on a range of consulting skills to drive strategic stakeholder engagement, effective communication and demonstrate creativity in problem solving.</p> <p>Skilled in control procedures and ensuring project deliverables are completed within the terms of an agreement.</p> <p>Ability to identify and manage risks within projects</p>	
<p>General Skills/Attributes This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</p>	<p>Attention to detail to deliver high-quality products</p> <p>Must be able to write clear and concise reports, and work accurately with figures</p> <p>Sound interpersonal and communication skills to actively communicate across the organisation</p> <p>Demonstrable business and network engagement skills</p> <p>Demonstrates good organisational skills whilst working under pressure and coordinating stakeholders with competing priorities</p> <p>Demonstrable capability to troubleshoot and collaboratively</p>	
<p>Experience This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</p>	<p>Experience of working in a similar role with experience of project / portfolio performance, risk, contract, data and systems</p>	

Personal Attributes

Delete as appropriate:

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.