

Project Portfolio Officer

JOB DETAILS	
Job Title:	Project Portfolio Officer
Reports to (title):	Head of Governance & Strategy
Department:	Governance & Strategy Unit, CEO's Office
Date:	9 December 2019
Contract:	Permanent
Working Hours:	30 to 37.5 hours per week (80%-100%) with flexible working patterns
Location:	Flexible

PURPOSE OF THE JOB
<p>To improve Cochrane's project prioritization, planning and management capabilities as the organization completes its <i>Strategy to 2020</i> and enters a new strategic planning phase.</p> <p>Working collaboratively with Cochrane's Central Executive Team (CET) project managers, to establish and co-ordinate a project and portfolio management framework for Cochrane; developing tools and resources, and provide training, to improve the project management skills of staff; and monitoring and reporting on Cochrane's portfolio of projects to inform evidence-based strategic decision-making.</p>

PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS
<p>Develop and co-ordinate a project portfolio:</p> <ul style="list-style-type: none"> Working closely with the Planning & Performance Manager and other members of the CET, design, establish and co-ordinate a new portfolio management structure for Cochrane's centrally-funded projects, and develop a unified, cross-department 'project pipeline'. Design, develop and maintain project governance tools, templates, guidelines, procedures and processes to initiate, monitor, evaluate and close projects. Lead the selection, implementation and management of common working practices and a project management 'vocabulary'; and related technology support tools/platforms as required. <p>Support prioritization and evaluation:</p> <ul style="list-style-type: none"> Work with the Planning & Performance Manager to support the Senior Management Team in taking strategic decisions about the organization's portfolio of projects by co-ordinating the collection of performance data about projects. Ensure that project dependencies and requirements across teams and the wider organization are documented, understood, and practically negotiated. <p>Support training and engagement:</p>

- Working with the People Services department, take responsibility for improving the project management skills of staff in the Central Executive Team. Identify the level of knowledge and tools required and develop/source appropriate tools and training.
- Ensure effective communication between project sponsors, project managers, functional and resource managers, and other stakeholders to identify dependencies and reduce duplication of effort.
- Act as project manager on individual high-value projects as capacity allows.
- Undertake any other duties as reasonably required in line with skills, knowledge and experience.

PERSON SPECIFICATION

Essential:

Technical knowledge and skills

- Educated to degree-level (or equivalent experience).
- Experience in portfolio or programme management, or in a higher-level project management position, preferably in an international organization.
- An industry standard qualification in project, portfolio or programme management.
- Experience in providing training or coaching to others, especially in project or programme management.
- Excellent written and analytical skills, and experience of producing reports that combine data and written narratives to inform decision-making.
- Excellent organizational and time management skills, including the ability to work efficiently on numerous tasks simultaneously and to adapt to changing circumstances, often under time pressure.
- Attention to detail and a high standard of work presentation.
- Creative thinking and independent judgment.
- Ability and enjoyment of working independently and in a remote-office environment.
- Availability to travel internationally at least once a year.

Interpersonal and communication skills

- Excellent communication skills in English, both written and in person, with the ability to synthesize and explain complex information to a range of audiences.
- Ability to rapidly establish credibility, and maintain positive relationships, with people and teams from a range of functional, professional, linguistic and cultural backgrounds, including those who are not familiar with project management.
- Excellent interpersonal skills: diplomacy, discretion, tact and persuasiveness, and the ability to handle confidential information in a sensitive way.
- Demonstrable experience of holding people to account.

Preferred:

- Experience in using web-based project management tools.
- Experience in presenting data in innovative ways.
- Experience working across different time zones and with people from non-Anglophone countries.

KEY INTERFACES

Internal: Planning & Performance Manager, Head of Strategy & Governance, Head of Finance, Senior Management Team, Central Executive Team project managers and teams.
External: Governing Board, Council, Cochrane Groups.

DIMENSIONS
Budgetary responsibility: N/A
Number of direct and indirect reports: N/A