UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Portfolio Support Analyst, IT

Salary: Grade 5 (£23,067 – £26,715 p.a.)

Reference: CSUIT1317

We will consider flexible working arrangements

Portfolio Support Analyst
IT

Are you interested in working in a role to support the governance of a multi-million pound project portfolio? Do you want to develop your numeracy and analytical skills? Do you enjoy working with complex data?

We are looking for a Portfolio Analyst to join the IT Programme Management Office, which is responsible for overseeing delivery of a diverse portfolio of IT projects for one of the biggest Universities in the UK.

As a Portfolio Analyst, you will be responsible for supporting the success of project and programme teams in adhering to a standardised project management methodology and in providing robust management information and governance oversight across a complex portfolio of IT projects.

You will provide advice to Programme, Project Managers and Co-ordinators in relation to sourcing of financial information, planning, risks and issues and the University's project management framework. You will be maintaining and reporting on a range of project related management information, producing accurate and relevant reports suitable for a range of audiences.

You will co-ordinate the capture of information to support resource and capacity planning within and across programmes and projects, and be able to provide management information and status reporting. Advanced Excel skills or experience of producing management information would be advantageous.

What does the role entail?

As a Portfolio Support Analyst, your main duties will include:
- Supporting the collation, analysis and presentation of management information for the University's IT project portfolio and maintaining data to produce accurate and timely management information at a portfolio level;
- Collaborating and communicating with stakeholders to ensure projects comply with governance and quality standards, escalating issues, risks and non-compliance to Portfolio/PMO Manager;

- Supporting the creation and socialisation of project management standards, processes, templates and artefacts;
- Maintaining the configuration management process for all project artefacts across the portfolio;
- Supporting colleagues in the PMO team, ensuring they have access to tools and data to complete project activities;
- Identifying opportunities for project management process improvement;
- Assisting in induction and ongoing systems support to Programme and Project Managers, champion the adoption, ongoing usage and continuous improvement of common templates and artefacts;
- Enabling cross-project communications by co-ordinating regular meetings between Programme Managers, Project Managers and Co-ordinators;
- Supporting regular audit and assurance reviews across the programme and project portfolio to ensure high standards and quality control is maintained.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Portfolio Support Analyst you will have:
- Experience of working in an administrative or customer focused role;
- Excellent organisational skills;
- Ability to influence the outputs of others;
- Excellent interpersonal skills, able to build relationships and work effectively with others at all levels across the business;
- Ability to work with a high level of attention to detail;
- Ability to support portfolio systems, maintaining access and providing management information;
- Experience of working to deadlines, prioritising a complex range of tasks to ensure delivery in a role which will make competing demands on your time;
- Ability to work proactively, independently, but also as part of a team;
- Experience of effectively analysing data, presenting information in a meaningful way to a diverse range of audiences;
- Ability to develop familiarity with project management principles, terminology and methods.

You may also have:

- Advanced Microsoft Office, Microsoft Project and Project Server experience;
- Experience of analysing complex data or large data sets, presenting information in a meaningful way to a diverse range of audiences;
- Prince 2 accreditation, PMQ (previously APMP) or other similar qualification;
- Experience of working in an Agile project management environment.

How to apply

You can apply for this role online; more guidance can be found on our How to Apply information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Stacey Forman, IT Operational Leader, IT Programme Management Office
Tel: +44 (0)113 343 1506
Email: s.forman@leeds.ac.uk

Additional information

Find out more about IT.

Working at Leeds
Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our Working at Leeds information page.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our Accessibility information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974
A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.