

Job Title:	Project Portfolio Manager
Reports to job title:	Head of Projects
Department	Projects
Location:	York / Edinburgh / Midlands Hub
Salary:	£51,000 - £53,000
Contract Type:	Fixed Term – 6 Months

About Us

The UK Agri-Tech Centre is a new organisation launched on 1 April 2024 and created from three of the original Agri-Tech Centres.

Utilising our UK-wide assets, world-class facilities and expertise, our new organisation is a gateway for funding programmes, such as the Farming Innovation Programme and Horizon Europe and it provides benefits to the whole supply chain, the UK economy and beyond.

We offer a complete life cycle of support, driving agri-tech innovation and adoption through world-class facilities, expert knowledge and business support to accelerate progress.

We strengthen the connections between science, business and funders to accelerate research and development, tackling the industry's most critical challenges, such as climate change, labour availability, disease mitigation and environmental sustainability.

Job Purpose

The Project Portfolio Manager is primarily responsible for providing mentoring and support for the Project Managers and Project Coordinators in the successful delivery of all projects. Projects are delivered through teams comprised of members from across the organisation providing specialist knowledge to support project outcomes and objectives. Projects must be delivered, governed and administered in line with the funders guidelines and procedures.

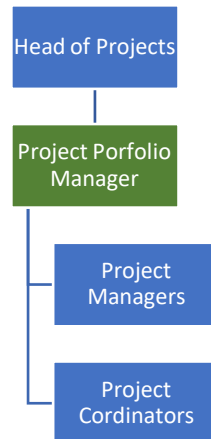
You will support the Head of Projects to develop appropriate policies, processes and procedures for the Project Management function within the UK Agri-Tech Centre. These policies, processes and procedures must align with the strategic goals of the organisation.

You will be directly responsible for setting and maintaining an ethos of innovative, collaborative and effective working with partners across the organisation and externally. You will resolve emerging issues and report on the progress of your portfolio.

Main Duties

- Support Project Managers to anticipate and manage delivery risks. Assessing their impact and implementing mitigation and fallback plans, while addressing obstacles proactively.
- Support Project Managers and Project Coordinators to ensure accurate financial forecasting and effective financial and management oversight reporting, aligned with business forecasts.
- Line manage and provide primary support to Project Managers and Project Coordinators, including leave, expenses and wellbeing 1:1s.
- Mentor and develop the Project Managers and Project Coordinators, fostering a positive, creative and ambitious culture.
- Support Project Managers and Project Coordinators in adopting new processes and ensuring accurate, timely reporting aligned with organisational needs.
- Collaborate on project applications for the UK Agri-Tech Centre.
- Help to maximise income from Grant funded revenue.
- Provide updates to the Head of Projects through weekly online and monthly face-to-face meetings.
- Collaborate with the Head of Projects to define, refine and implement project management processes.
- Support the Head of Projects with Internal and Business Transformation projects.
- Produce management information (e.g., reports, dashboards) for the Head of Projects and the UK Agri-Tech Centre, supporting internal and external governance.
- Ensure accurate use of the UK Agri-Tech Centre project reporting and monitoring tools and governance frameworks.
- Maintain the Master Project Portfolio and Business Portfolio Review documents, ensuring data accuracy.
- Include new projects in ELT utilisation reports and identify resourcing gaps early.
- Consolidate and distribute action plans post-review meetings, ensuring timely updates and implementation.
- Respond to queries from the project mailbox and assist Project Coordinators as needed.
- Follow up on opportunities, information requests and project inquiries to support the UK Agri-Tech Centre and external networks.
- Ensure collaborators actively resolve logged issues.

Organisation Chart



Qualifications, Skills and Experience

- Excellent track record as a Senior Project Manager managing complex and high value projects.
- APM PMQ / PRINCE2 Practitioner certification.
- Excellent Excel and MS Office skills.
- Experience of reporting against KPIs and metrics.
- Flexible in applying knowledge and capable of adapting approaches to meet different project needs.
- Able to confidently manage senior stakeholders, challenging and influencing while maintaining good relationships.
- Strategic thinking, aligning project deliverables with business strategy.
- The ability to collaborate with colleagues effectively.
- Have a holistic view, be able to see the context of projects within the business model.
- Solid organisational skills, including multitasking and time-management.
- Strong client-facing and teamwork skills.
- Ability to translate technical and scientific dialogue into user friendly requirements.
- Excellent written and verbal communication skills.
- Strong attention to detail.
- Strong line management, mentoring, coaching and development skills able to build a positive and ambitious team.

Desirable Skills and Experience

- Experience of Innovate UK funded project delivery.
- Understanding of the wider work of the UK Agri-Tech Centre.
- A background in either agriculture, agri-food or research environments.

Additional Information

This role is Fixed Term for 6 Months

This role will require regular travel to the UK Agri-Tech Centre offices, partner sites and project meetings.

Application Process

Please follow this [Link](#) to submit your application.
Closing date is January 22, 2025