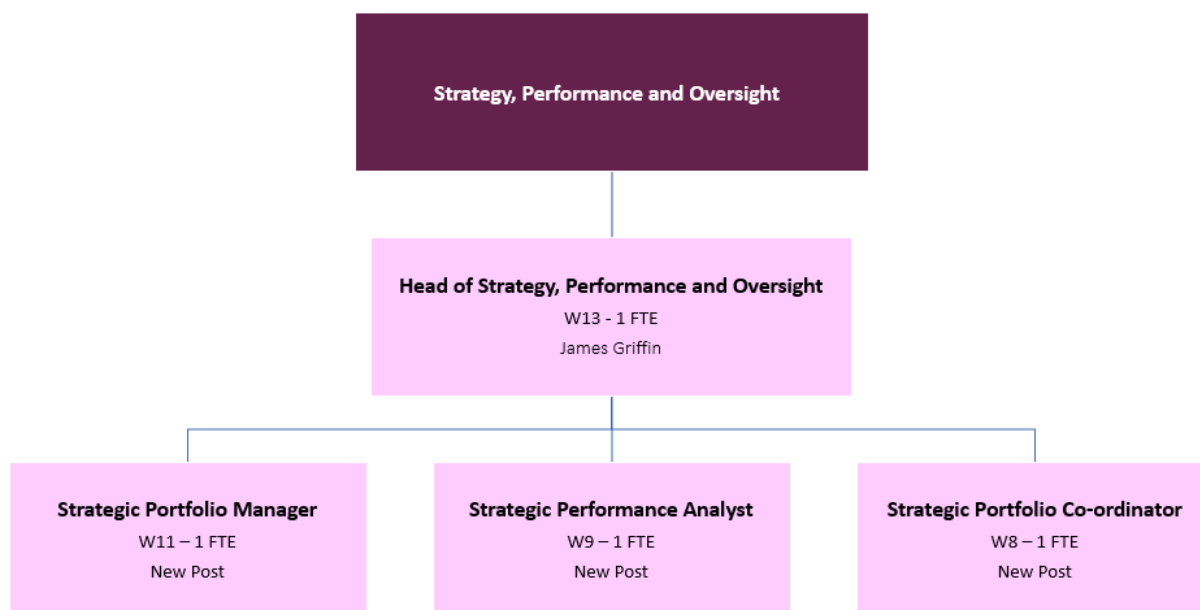


OPCC and Wiltshire Police Job Description

Post Title: Strategic Portfolio Manager	Department: OPCC Strategy, Performance and Oversight
Post Number:	Work Location: HQ / Agile
Grade/Salary: W11	Date: June 2026
Contract: Permanent	Reports to: Head of Strategy Performance & Oversight

Reporting Structure:



Strategic Portfolio Manager

Job Purpose:

To act as the OPCC's senior specialist lead for portfolio oversight and assurance across strategic change, while leading significant OPCC programmes, projects and cross-cutting workstreams. The postholder owns the design and operation of portfolio oversight and assurance arrangements, provides senior advice on delivery confidence, readiness, benefits and intervention, and supports the Head of Strategy, Performance & Oversight in maintaining clear organisational grip across strategic change.

Main Responsibilities:

Portfolio oversight and assurance

- Lead portfolio oversight and assurance arrangements for Force and OPCC strategic change activity, maintaining a clear view of progress, delivery confidence, risks, dependencies and emerging issues.
- Design and maintain proportionate reporting, assurance and escalation arrangements that give senior leaders a clear evidence base for decisions and intervention.
- Assess programme and project health, readiness, benefits and delivery confidence, and advise on priorities, action and re-planning where required.
- Provide constructive challenge to programme and project leads where delivery evidence indicates under-performance, weak controls, unresolved dependencies or limited confidence.

OPCC programme and project delivery leadership

- Lead the mobilisation, planning and delivery of significant OPCC programmes, projects and workstreams, ensuring alignment to agreed priorities, timescales, outcomes and governance expectations.
- Develop delivery plans, milestones, governance routes and reporting cycles that provide clear line of sight from strategic intent through to implementation and benefits.
- Direct action on risks, issues, dependencies and barriers, escalating or re-planning activity as required to maintain delivery confidence.
- Promote strong programme and project management discipline, tools and standards across OPCC-led change activity.

Governance, advice and senior support

- Prepare or quality assure portfolio reports, executive briefings and governance products that clearly communicate delivery status, confidence, benefits, risks and required decisions.
- Support the Head of SPO in aligning portfolio delivery with wider strategy, performance, assurance and corporate governance priorities.
- Represent the function credibly in governance forums, delivery boards and stakeholder discussions, and deputise for the Head of SPO where required.

Relationship management and organisational learning

- Build effective relationships with OPCC colleagues, Force leads, partners and delivery stakeholders to strengthen accountability, collaboration and organisational learning.
- Use delivery insight, lessons learned and assurance findings to improve portfolio maturity, governance quality and delivery grip across the organisation.

Person Specification

Category	On Appointment	Criteria
Qualifications	Degree level education or equivalent capability via substantial experience in programme or project management, strategic change, assurance or delivery.	Essential
Experience	Relevant professional qualification or accredited training in project, programme or portfolio management such as MSP, PRINCE2, MoP, APM or equivalent.	Desirable
	Substantial experience of leading programmes, projects or complex workstreams in a public-sector, regulatory or similarly demanding environment.	Essential
	Experience of designing or improving portfolio oversight, assurance, reporting or governance arrangements that strengthen visibility, accountability and grip.	Essential
	Experience of advising senior leaders and governance forums using clear evidence, judgement and constructive challenge.	Essential
Skills	Experience of benefits realisation, readiness assessment, business cases, programme assurance or delivery maturity improvement.	Desirable
	Experience of working in policing, an OPCC, inspectorate improvement or a comparable strategic corporate centre function.	Desirable
	Strong portfolio, programme and project management skills, including planning, governance, assurance, risk and issue management, dependencies and reporting.	Essential
	Ability to assess delivery confidence, synthesise complex information and recommend priorities, intervention or re-planning.	Essential
	Excellent written and verbal communication skills, with the ability to present complex delivery information clearly and persuasively.	Essential
	Ability to influence senior stakeholders, provide constructive challenge and operate credibly in sensitive settings.	Essential



Knowledge

Knowledge of portfolio, programme and project disciplines that support oversight, assurance and delivery, including planning, governance, benefits and reporting.

Essential

Understanding of public accountability, governance and decision-making frameworks in policing, criminal justice, local government or a comparable setting.

Essential

Knowledge of VFM, information governance and stewardship in change.

Desirable

Other Information

Wiltshire OPCC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Wiltshire Police have achieved the Disability Confident Leader status as authorised by the Disability Confident National Government Scheme. As a result, any appropriate reasonable adjustments that can be made against any of the above essential/desirable skills and experience will be fully considered and put into place where possible.

Benefits of working for Wiltshire and Swindon PCC:

Flexible working - We believe employees are happier and more productive when they have greater control over their working lives. That is why we will aim to give you the opportunity to fit work around your other responsibilities. We provide mobile technology including laptops and phones. This means you often get the chance to work remotely and flexibly in different locations as required by your role.

Holidays – You will receive at least 25 days' annual leave, rising to 30 days after five years, and 32 days after 20 years, plus public and bank holidays.

Generous Pension – all our new employees are assessed against criteria and automatically enrolled into the Local Government Pension Scheme (unless you choose to opt out).

Learning and Development - Access to a comprehensive learning and development offer using a range of tools and platforms and including 8 hours learning & development time entitlement a month.

Salary sacrifice - schemes which save tax and national insurance – including cycle to work.

Occupational health service - Practical and confidential Occupational Health support for all staff.
Police Mutual Health Insurance – Healthcare Scheme. This is an optional benefit, open to all (Staff and Officers) paid via payroll after tax. Not subsidised by the organisation – but competitive rates compared to other private healthcare companies.

Eyecare – Employees can request a voucher to take to their local Specsavers branch, every two years.

EAP – Employee Assistance Program – Health Assured and the Wisdom App. Phone line and app that can support with a range of issues including the following:

Counselling and emotional support / Debt and financial management / Legal and tax advice /
Childcare advice / Retirement / Consumer Issues

Onsite gym – gym facilities to use onsite.

Access to the Blue light discount card - for emergency services which provides discounts for high street and online retailers: <https://www.bluelightcard.co.uk/>

Free parking at police headquarters

Loans/Savings – Processed direct from Pay from our Payroll Team [Serve and Protect Credit Union](#)