



**Role:** Portfolio Lead  
**Area:** Business Services  
**Sub-Area:** Business Solutions  
**Location:** Dublin / Cork

**Duration:** Permanent    **Salary:** Competitive    **Ref:** 069S19

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Ervia is a commercial semi-state company which provides strategic national gas and water infrastructure and services in Ireland. Through our regulated business, Gas Networks Ireland, we build and operate one of the most modern and safe gas networks in the world. In 2014, we took responsibility for the operation and maintenance of Ireland's water and wastewater assets through our other regulated business Irish Water. Ervia directly employs over 1,600 people who deliver services to 1.6 million customers daily. We are guardians of the national assets and experts in our field. Our infrastructure supports economic and social development, protects the environment and enhances the health and quality of life of the Irish people.

### **Background:**

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Ervia is currently undergoing an organisational wide transformation to centralise the IT, HR, Finance and Supply Chain functions across multiple Business Units. The result is the formation of an Ervia Business Services model to drive synergies across functions and drive a 'one team' Ervia culture. Ervia's Business Services organisation will define, maintain, and operate end-to-end customer focused IT, HR, Finance, Supply Chain and cross-functional capabilities and processes in support of the overall Ervia strategic priorities.

### **The Role:**

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The Portfolio and Resourcing team has responsibility for the delivery of portfolio planning, resource management, benefits realization and project assurance services across the Business Units, Group and Business Services.

Reporting to the Portfolio & Resourcing Manager, the Portfolio Lead will be responsible for the management of Ervia's portfolio management processes for all change and transformation initiatives across the business which will involve engaging with a business managers to define, prioritise and manage the portfolio of change and transformation programmes to drive optimal value for the organisation. They will be responsible for business case support, tracking and monitoring project, programme and benefits status, and engage with stakeholders across Ervia to manage the portfolio of change and transformation programmes to drive optimal value for the organisation.

### **Duties and Responsibilities:**

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- Responsible for the development and implementation of portfolio management framework and process
- Engage with key stakeholders to identify all new project requests centrally in line with business plans
- Manage requests through Portfolio board review or other governance fora as required
- Continually review and improve portfolio governance fora and processes with Portfolio & Resourcing Manager
- Develop and manage a single organisational view of project delivery schedules for a short to medium term horizon, liaising with project managers & functional managers
- Working closely with the Resourcing Lead to ensure a full portfolio view is provided including appropriate resourcing approaches
- Develop & maintain a single annual portfolio prioritisation process through engaging with key stakeholders across the organisation and in conjunction with the portfolio & resourcing manager
- Manage portfolio risks and issues, ensuring mitigating actions are documented and actioned
- Manage the development of a regular project portfolio board presentation

- Maintain a view of financial & schedule status of the project portfolio. Engage key stakeholders across the portfolio.
- Develop governance processes to support the portfolio plan (e.g. change request management, programme closure)
- Continuous improvements of key portfolio processes and toolkit
- Identify and support resolution of portfolio issues, taking action to achieve urgent resolution and escalating promptly and clearly where necessary
- Perform other duties as required from time to time

#### **Knowledge, Skills and Experience:**

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- Relevant third level degree or equivalent
- A minimum of 6 years relevant experience in similar roles, working for comparable organisations
- Excellent analytical and problem solving skills, coupled with the ability to generate innovative business solutions as required
- An understanding of portfolio management processes including best practice is required
- Proven track record in dealing with complex stakeholder environment, managing competing priorities with demand forecast in excess of available supply of resources
- Previous experience with initiating and maintaining strategic relationships both internally and externally, using strong influencing skills to achieve business goals and garner support for business solutions
- Driver of high standards for the individual, team and organisation to deliver the desired outcomes
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Microsoft Excel & powerpoint experience is essential

**The closing date for receipt of applications for this vacancy is 28<sup>th</sup> May 2019**

Applications, including a current Curriculum Vitae should be emailed to: [recruit@ervia.ie](mailto:recruit@ervia.ie)

**\*Please include the Reference Number for this Role when making an application\***