



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	GTS Portfolio Manager
Business Unit / Group Function	Central Services
BU Team / Sub-Function	Group Technology Services
Location	Arete
Team Leader	Head of Governance & Security
Team Members	No
Job Level	3B
Role Purpose Establish, maintain, and govern the enterprise-wide IT portfolio and portfolio plan across the global business, spanning both central (global) and local (market / site) IT ensuring that all technology initiatives are visible, prioritised, affordable, and aligned to business objectives. Ensure effective decision-making, transparency, and benefits realisation across the full portfolio.	
Accountabilities • Own the end-to-end IT Portfolio Plan covering programmes, projects, and major initiatives across central (global) and local (market / site) IT. • Develop and maintain the multi-year IT Portfolio Plan, aligned to corporate 5YP, business unit objectives, technology roadmap and architecture principles, and financial planning cycles and budget constraints. • Work closely with the Planning & Governance Leader to manage portfolio-level budgets, forecasts, and investment profiles and support annual and in-year planning cycles, including scenario modelling and re-prioritisation. • Operate and continuously improve the demand intake and assessment process for new IT initiatives and facilitate portfolio-level prioritisation based on the case for change and business benefits to make trade-off decisions between competing demands. • Support and enable portfolio governance forums (e.g. Technology Portfolio Committee, CIO leadership forums). • Engage with project owners to identify interdependencies and critical paths required to deliver projects to meet business objectives • Produce clear, concise portfolio dashboards and reports, covering: ○ Status, milestones, and delivery confidence ○ Financial performance and forecast ○ Key risks, issues, and dependencies • Ensure alignment with project and programme stage-gate governance, without duplicating delivery management. • Maintain a portfolio-level view of expected and realised benefits, including tangible and intangible, for financial, operations, risk and compliance, and strategic benefits • Work with sponsors and delivery teams to track benefits through to realisation and post-implementation review. • Enable transparency and confidence for senior stakeholders through fact-based insights rather than opinion	
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