**POSITION DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** |  | **Location:** |  |
| **Department:** |  | **Reports to:** |  |
| **Prepared by:** | Head of Department | **Date:** |  |

**Overall Purpose:**

**Roles and Responsibilities**

**Portfolio Monitoring Office:**

*Selected as appropriate from the selections below:*

**General Staff Portfolio Monitoring Office (PMO) insert for Job Descriptions**

-         Engage, understand and participate in Portfolio Monitoring Office functions, including Quality Health Safety and Environment (QHSE) Management System, and Business Continuity (BC) Compliance and Improvement

**Supervisors / Managers Portfolio Monitoring Office (PMO) insert for Job Descriptions**

-         Engage, understand and participate in Portfolio Monitoring Office functions, including Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

 -        Participate in QHSE and BC Risk Assessments / Inspections and conduct investigations into non-conformances, near misses, incidents or complaints.

 -        Engage, understand and participate in departmental strategic planning and performance monitoring activities

**Senior Managers Portfolio Monitoring Office (PMO) insert for Job Descriptions**

-         Engage, understand and participate in Portfolio Monitoring Office functions, including Performance Monitoring, Quality Health Safety and Environment (QHSE) Management System and Business Continuity (BC) Compliance and Improvement

-         Participate in Corporate Risk Management activities and QHSE and BC Risk Assessments / Inspections and conduct investigations into non-conformances, near misses, incidents or complaints.

-         Identify and appoint reporting staff for PMO investigations, including QHSE and BC investigations

 -       Provide insight on the strategic direction of the organization.

-         Demonstrate viable and active leadership that engages Employees to practice PMO applications, including QHSE and BC applications.

**Professional and Academic Expertise**

*Insert qualification and experience required and specific skill sets*

Reviewed by:

Head of HR and Emiratization / Deputy Director of Business Support Service Sector

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**Change Brief**

|  |  |  |
| --- | --- | --- |
| **Version No.** | **Date** | **Changes** |
| 1 | February 2013 | New Template |
| 2 | June 2014 | Delete grade, subordinate staff, and expenditure level. |
| 3 | February 2017 | Due for review, no changes required |
| 4 | April 2019 | Due for review, no changes required |
| 5 | August 2021 | Deleted the band and the salary package,  added Head of Department to prepare by section.  Updated the renewal and approval section.    **Added from QHSE after Policy review committee**  Added Business Continuity in QHSE Section |
| 6 | November 2022 | Major changes in the QHSE & BC section  Changed the Approved by:  Rename QHSE & BC section to Portfolio Monitoring Office |

Approved by

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Business Supporting Services Director