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| A close-up of a sign  Description automatically generated  **PORTFOLIO OFFICE MANAGER**  **Shortlisting Document** | |
| **Please complete the form below in FULL adhering to the 300-word limit for each of the shortlisting criteria (i.e. max of 1500 words). Then save in a Word document format and upload to the ‘supporting evidence’ section of the online application.**  **Please note that for shortlisting purposes we will be removing ‘Name’ and ‘National Insurance number’ and each candidate will be provided with a candidate number for anonymised shortlisting.**  **For any queries please contact** [**recruitment@southwales-fire.gov.uk**](mailto:recruitment@southwales-fire.gov.uk) **or for internal queries, please contact us via 24/7** | |
| **Anonymised Candidate Number (to be completed by FRS HR team)** |  |
|  | |
| **Question 1:** **Please describe your professional qualifications and/or practical experience in programme/project/portfolio management** | |
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| **Question 2:** **Please tell us about a time that you have led a team to deliver large-scale transformation initiatives** | |
|  | |
| **Question 3:** **Outline your experience in building and embedding portfolio governance, reporting frameworks and assurance processes** | |
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| **Closing date – 21/07/2025, 12:00, midday.** | |