



# RSMB

## Portfolio Delivery Lead

**Location:** London (Hybrid – 2 days/week in office)

**Type:** Full-time, permanent (ASAP start, subject to notice period)

**Salary:** Up to £90k, based on experience, + extensive benefits package

**Reporting Line:** Commercial Director

**Direct Reports:** Senior Project Manager

**Key Stakeholders:** Technology, Data Science, Client Delivery and Finance leadership teams

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### Background & Role Purpose

RSMB is creating a new senior role to strengthen project management capability across the organisation and ensure projects are delivered effectively, predictably and consistently. This reflects the growing scale, complexity and strategic importance of RSMB's project portfolio.

You will be an experienced, self-starting and pragmatic Portfolio Delivery Lead responsible for establishing and embedding fit-for-purpose frameworks and standards across the business tailored to a small but technically complex data-science organisation. You will also lead the delivery of a small number of high-impact client-facing projects.

Initially, the role will focus on setting up and embedding core project management processes, governance and delivery discipline across the organisation. Once these are embedded, the role will operate as both portfolio lead and hands-on delivery lead, with direct responsibility for managing business-critical projects to ensure they are planned, resourced, delivered and tracked effectively.

With around 50 staff and a hybrid working setup in Central London, RSMB combines deep data science expertise with leading edge technology in a collaborative, fast-moving environment. Our projects span media measurement, data integration, analytics platforms and industry-wide initiatives involving clients such as Barb, broadcasters, media agencies and other partners including external technology suppliers.

### Responsibilities

#### Project Management Leadership & Standards

- Design, develop and own RSMB's overarching project management framework, ensuring it is structured, proportionate and fit-for-purpose.
- Develop, establish and maintain core project management processes, documentation templates and standards suitable for business-wide adoption.
- Ensure project management processes are followed consistently across all teams and roles that contribute to project delivery.
- Acting as the internal authority on project management best practice.

#### Project Portfolio Oversight & Delivery Tracking

- Maintain a high-level, holistic view of all ongoing client projects, identifying risks, dependencies, resource pressures and delivery bottlenecks.
- Develop and maintain a delivery dashboard for the accurate and timely reporting to senior leadership to ensure transparency on project status, challenges and decisions needed.
- Working with the Finance team to support accurate project cost tracking, forecasting and margin visibility.
- Ensuring lessons learned are captured and applied.

### Hands-on Project Delivery

- Direct responsibility for managing key, business-critical projects.
- Coordinating delivery across multi-disciplinary internal teams.
- Managing dependencies and delivery risks.

### Resource Planning & Tool Ownership

- Own the discipline of resource planning within **Tempo**.
- Work closely with team leads, to ensure realistic allocation of time and skills across projects, balancing project and BAU work, escalating delivery conflicts and resourcing constraints where required.
- Produce rolling 3 to 6 month forward capacity plans for senior management review.

### People & Capability Development

- Direct line management of the Senior Project Manager.
- Supporting colleagues with project management responsibilities across the business.
- Scaling the project management function as the business grows.

### External Partner & Stakeholder Coordination

- Coordinating delivery with external partners, including technology and delivery partners to ensure aligned planning, dependencies and delivery outcomes.
- Managing cross-functional delivery across internal teams and external partners, ensuring ownership, handovers and dependencies are clearly defined.
- Acting as the primary delivery liaison for internal business stakeholders, including coordinating requirements, timelines and dependencies relating to core datasets and data-driven products.
- Liaising with clients and industry stakeholders.

### What We're Looking For

- 8-12+ years' experience in senior project or delivery management roles in technical, data-driven or analytical environments.
- Proven experience operating at leadership level within an SME or scaling organisation.
- Experience building or embedding delivery frameworks and governance from scratch.
- Strong hands-on project management capability, including managing complex multi-disciplinary projects end-to-end.
- Strong commercial awareness with the ability to balance delivery quality and commercial constraints.
- Confidence collaborating with technical teams (data scientists, statisticians, engineers) combined with a willingness to understand technically complex solutions.
- Experience with Atlassian tools (Jira, Tempo or equivalent).
- Strong organisational, communication and stakeholder management skills.
- Experience in media, research, data or analytics environments strongly preferred.

### What You'll Get

- A senior, high-impact role shaping how RSMB delivers its most important projects.
- Ownership of delivery across industry-relevant initiatives.
- Opportunity to build and scale a project management function.

- Exposure to cutting-edge media, data and analytics work.
- Hybrid working model (2 days per week in Central London).
- Competitive benefits package.

*Applicants must have the legal right to work in the UK.  
We are not accepting Agency applications for this role.*

*RSMB is an equal opportunities employer. We welcome applications from all suitably qualified candidates regardless of background.*