



Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*

Portfolio Practices Transformation Lead

Band

A2

Number of posts

1

Directorate

Digital Portfolio

Contract type

Permanent

Duration if fixed term

Management responsibility

Reports to

Head of Portfolio Capability

Standard duties

To be added by recruiting manager

The Portfolio Practices Transformation Lead plays a key leadership role within the Digital Service Portfolio Management Office (PMO) function. They are responsible for driving the transformation of the Digital Portfolio into a responsive, user-centric and agile organisation, via the use of tools, techniques and working practices, that embody agile principles while reflecting our diversity.

They are a key member of the Digital Portfolio Directorate, working with Portfolio Managers, Programme Managers and Project Managers to increase our wider capability, delivery and value for money.

Key Accountabilities

- Working with colleagues within the Portfolio Directorate to establish a suitable portfolio delivery framework encompassing Programme and Project Management practices that embody and harness the value of agile methods and principles.
- Collaborating with colleagues throughout the Digital Service to ensure the delivery framework becomes embedded throughout the whole Portfolio and evolves and grows its maturity steadily.
- Identifying any risks to the acceptance of the delivery framework and developing and delivering strategies to mitigate them.
- Acting as custodian of the delivery framework, a role shared by other senior managers (including the various Heads of Profession), rolling out and providing training, coaching, advice and support on its use throughout the Directorate ensuring remains fit for purpose for a high performing Digital Service
- Establishing reporting and control mechanisms across portfolio delivery, ensuring that they are compliant, lightweight and support agile planning, delivery and decision-making. Collaborating with colleagues (particularly the various Heads of Profession) to do so.



- Liaising with the Performance Manager to provide appropriate KPIs and benchmarking data to evaluate the success of the delivery of the Digital Portfolio for Parliament.
- Building relationships with others across Parliament (in the Parliamentary EPMO in particular) to ensure that the Digital Portfolio is aligned with and supported by wider Parliamentary standards and requirements.
- Identifying and developing appropriate agile tools and techniques to incorporate within and support the delivery framework, through which the Digital Portfolio can be delivered.
- Building external networks with organisations from whom we can learn and partner with to build our methods and maturity.
- Making and overseeing any changes inherent within the delivery framework to enable the Portfolio to consistently perform to optimum capability.

Reporting, Engagement and Stakeholder Management

- Reporting to the Head of Portfolio PMO (Capability) taking responsibility (on their behalf) for driving the transformation of practices within the Portfolio, to facilitate better delivery, her paced delivery and better value delivery of Digital Services for Parliament.
- Working closely and collaboratively with various colleagues across the Digital Services (particularly including the various Heads of Profession) to ensure cohesion between all the change activities and professional development initiatives.
- Engaging with the Director of Digital Transformation and Head of Digital Strategy Delivery, ensuring alignment with the overall Digital Service's business transformation and Digital Strategy delivery activities.
- Working closely with the senior team in the Digital Portfolio Directorate to ensure that the PMO function focuses on its customer and user needs.
- Building strong working relationships with senior teams across the whole of the Digital Service e.g. Development; Technology; Live Services; HR; Finance etc. to ensure all those working within the Digital Portfolio support and embed the new ways of working.
- Building strong working relationships with those across Parliament who are responsible for wider reporting and support standards and practices, including the EPMO and the Strategic Estates PMO, Central Procurement, Risk and Audit functions.
- Maintaining a good relationship with key decision-makers and individuals (e.g. the Digital Portfolio Board, the Digital Service Senior Management Team).
- Working closely with a wide range of key stakeholders across Parliament to ensure any standards are supported, understood, incorporated and ultimately adopted by all those working within the Digital Portfolio.

Leadership and management

- Actively participating in the introduction of new practices across Parliament that embody, harness and support agile delivery and culture, sharing and re-applying skills and knowledge and bringing in best practice
- Helping to establish and maintain a supportive and stimulating culture and working



environment that generates high capability, autonomy, collaboration, trust, high performance and efficient, effective delivery.

Key internal relationships

Please list the key internal contacts with whom this post will need to work with e.g. Members, departments and specific posts.

- The PMO team including PPOs (within the Digital PMO), the Portfolio Planning team and the Sub-Portfolio Managers.
- Heads of Profession and team leads across the Digital Service.
- Delivery teams including Programme, Project, Delivery, Product Managers as well as Business Analysts and Engagement teams.
- Any House of Commons' or House of Lords' teams and functions interacting significantly with portfolio delivery (e.g. Programme or Portfolio functions, the EPMO, Procurement).

Key external relationships

Please list the key external contacts with whom this post will need to work with e.g. the public, government departments, suppliers.

- External Suppliers, partners and organisations and bodies from whom we can gain insight or advice or with whom we can further improve the Digital Service, building external networks in support of our learning and building maturity.

Person Specification

Standard skills and knowledge required

- Excellent written and verbal communication skills with the ability to present complex information clearly and effectively
- Strong interpersonal skills with proven ability to establish positive working relationships and influence and persuade at all levels
- Excellent planning and organisational skills and able to prioritise to meet deadlines and cope with fluctuations in workload
- Strong teambuilding and management skills with the ability to motivate, lead and develop a large team ensuring resources are organised appropriately and effectively
- Strong sense of customer service and demonstrates an understanding of the needs of customers, keeping them in mind when taking actions or making decisions
- Ability to deliver results within agreed timescales and to work within tight deadlines.
- Experience of defining and reporting progress against targets, providing highlights as necessary and taking actions to resolve exceptions

Specific skills and knowledge required

To be added by the recruiting manager.



- Good understanding of both waterfall and agile project, programme and portfolio methodologies and significant experience in their use.
- Experience of establishing successful changes to working practices and implementing business change.
- Experience of working within complex projects, programmes or portfolios and of working within complex engagement, governance and reporting structures.
- Experience of structured stakeholder management, building supportive networks and facilitating complex meetings.

Desirable:

- Good understanding and experience of public sector procurement.
- An understanding of the parliamentary business context, the strategic challenges ahead and the use of technology and information within Parliament.

Core SFIA Competencies (click competency to insert level).

Autonomy

Level 6: Take and act upon defined authority and responsibility for a significant area of work, including technical, financial and quality aspects. Establishes organisational objectives and delegates responsibilities. Is accountable for actions and decisions taken by self and subordinates.

Influence

Level 6: Influences policy formation on the contribution of own specialism to business objectives. Influences a significant part of own organisation. Develops influential relationships with internal and external customers/suppliers/partners at senior management level, including industry leaders. Makes decisions which impact the work of employing organisations, achievement of organisational objectives and financial performance.

Business skills

Level 6: Absorbs complex technical information and communicates effectively at all levels to both technical and non technical audiences. Assesses and evaluates risk. Understands the implications of new technologies. Demonstrates clear leadership and the ability to influence and persuade. Has a broad understanding of all aspects of IT and deep understanding of own specialism(s). Understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation. Takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry.

Complexity

Level 6: Performs highly complex work activities covering technical, financial and quality aspects. Contributes to the formulation and implementation of IT Strategy. Creatively applies a wide range of technical and/or management principles.

Additional information regarding the post

Location

The post is located in 7 Millbank.

Hours (Full-time)

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work.

Net conditioned full-time working hours for Digital Service staff are usually 36 per week. This excludes daily meal breaks of one hour.

The hours of attendance for this post are **35 net** per week. The exact daily times of attendance will be agreed with line management.

- As of 1 May 2016, hours will increase to 36 net (there will be no effect on pay).

For further information

Internal candidates should refer to the General Recruitment Information on the Employment intranet pages (select Careers & Development).

Those candidates who are shortlisted will be given details of any tests / assessments which will take place as part of the selection process.