

Portfolio Practices Transformation Lead

Parliamentary Digital Service

From £49,500 to £62,023

What we're looking for:

A collaborative Transformation Lead with a proven track record of implementing changes to working practices.

The role:

Building upon some initial discovery work carried out within the Portfolio Directorate, you will be responsible for effecting a major change in our working practices and capability. The overall aim is to drive up our overall Portfolio delivery performance.

Working with our [Heads of Profession](#); our delivery teams and our PMO, you will draw our people together and define a roadmap / vision for our transformation covering areas such as (but not limited to): Portfolio Management; Programme Management; Project Delivery Management; Risk Management; Change Management; Benefits Management; Business Analysis and PMO Support.

Working collaboratively with colleagues across the Digital Service, you will establish new frameworks and standards incorporating agile principles, industry best practice and our own Digital principles.

You will assist with the development of our professional capability, including the definition of training and recruitment strategies, to underpin our aspiration to be “experts in what we do”.

You will then be responsible for leading our transformation; for successfully embedding the new ways of working within the Digital Portfolio and for assuring the continuous improvement of all frameworks / standards to ensure they remain fit for purpose as we mature as an organisation.

Who you are:

Always seeking a “better way of doing things” you have significant experience of establishing successful changes to working practices and implementing business change

You have strong interpersonal skills with proven ability to establish positive working relationships and influence and persuade at all levels

You understand both waterfall and agile project, programme and portfolio methodologies and have a significant experience in their use

You're an excellent communicator (both written and verbal) with the ability to present complex information clearly and effectively

You're used to working autonomously, and working collaboratively with technical and non-technical teams across a large organisation

What you'll need:

- Experience of working within complex projects, programmes or portfolios and of working within complex engagement, governance and reporting structures
- Proven track record of establishing successful changes to working practices and implementing business change.
- Good understanding of both Waterfall and Agile methodologies across project, programme and portfolio levels
- Ability to deliver results within agreed timescales and to work within tight deadlines.
- Excellent planning and organisational skills and able to prioritise to meet deadlines and cope with fluctuations in workload

What we offer:

- starting salary of between £49,500 and £62,023 (depending on experience)
- 28 days holiday
- flexible working
- access to training and development
- excellent pension scheme
- A chance to be an instrumental part of delivering excellent digital services for a modern Parliament

We're an open, transparent and collaborative team at the heart of Westminster. If you'd like to join us in developing a modern digital democracy, find out more [here](#)