

Portfolio Support Manager

Parliamentary Digital Service

From £36,500 to £42,932

Fixed Term 18 months with possibility of extension and/or permanency

Fixed Term 6 months (maternity cover) with possibility of extension

What we're looking for:

A forward thinking and Agile focused Portfolio Support Manager to take a key leadership role within the Digital Service PMO.

The role:

You'll play a part in the provisioning support services across our Digital Portfolio, taking ownership of one of the sub-portfolio's; your responsibilities will cover areas of resource management, portfolio reporting and portfolio planning.

You'll have responsibility for the management of Project and Programme Support Officers across the Portfolio Directorate

You'll have opportunity to really contribute to the development of our PMO planning and overall capability which is a huge part of ensuring we can deliver on the large scale transformation taking place at the Digital Service.

You will have the chance to drive Agile adoption across the directorate; we're on a journey to scale agile practices across our portfolio in a way that is tailored to our needs.

Who you are:

You're a naturally proactive person, able to think on your feet and capable of working efficiently under pressure.

You have a range of experience of supporting projects and programmes using both Waterfall and Agile frameworks.

You understand and can talk passionately about the changes and challenges when embedding an outcome focused Agile PMO.

You're an excellent manager of key stakeholder's and sponsors and have the ability to influence at the right moments.

What you'll need:

- Good understanding of both Waterfall and Agile methodologies across project, programme and portfolio levels
- Excellent reporting experience, using data to provide assurance to different audiences.
- Sound experience of supporting budget management
- Excellent reporting experience, using data to provide assurance to different audiences
- The ability to improve processes, interpret data and present findings in a way relevant to your audience
- High quality Excel and report designing skills

What you may have:

- Experience of working in an MSP or Prince 2 IT programme environment
- An understanding of Parliament and context around the work of the Digital Service

What we offer:

- starting salary of between £36,500 and £42,932 (depending on experience)

- 28 days holiday
- flexible working
- access to training and development
- excellent pension scheme

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](#)