**Portfolio manager**

We are looking to attract candidates who have a proven background in leading a large digital portfolio of projects and programmes. The successful candidate will have been engaged in assessing options and recommending solutions, through to implementation.

Ideally the person will have proven experience of driving the delivery of multiple change activities and encouraging positive behavioural change from a senior level, leading senior stakeholder engagement and driving organisation wide cultural change using lean and agile methodologies. These activities will form part of the digital change across Government, advising on the long and short-term impact of the change and designing and implementing target operating models, performance management and organisational learning.

**The main responsibilities of the post:**

* Create, deliver and continuously improve a portfolio function based on agile and lean principles and methodologies.
* Drive continuous, provable improvements and efficiencies based on data.
* Build a strategically agile culture alongside the senior management team
* Provide leadership cross government on scaling agile methodologies.
* Create and foster a best practice community on scaling agile and lean portfolio management
* Lead and manage a multi-disciplinary team of programme, portfolio and agile specialists, having the knowledge and experience to provide support and guidance
* Establish and formalise governance and controls for portfolio functions
* Work alongside the senior management team to plan and track strategic road maps giving direction and challenging when needed
* Report on Portfolio health and establish a culture of data driven decision-making.

###### PERSON SPECIFICATION - COMPETENCES/SKILLS REQUIRED

***SETTING DIRECTION***

**Changing and Improving**

**Essential**

* Provide constructive challenge to senior management on change proposals which will affect own business area
* Spot warning signs of things going wrong and provide a decisive response to significant delivery challenges
* Encourage a culture of innovation focused on adding value – give people space to think creatively

**Making Effective Decisions**

**Essential**

* Analyse and evaluate pros and cons and identify risks in order to make decisions that take account of the wider context, including diversity and sustainability
* Identify the main issues in complex problems, clarify understanding or stakeholder expectations, to seek best option
* Make difficult decisions by pragmatically weighing the complexities involved against the need to act
* Push decision making to the right level within their teams, not allow unnecessary bureaucracy and structure to suppress innovation and delivery

***DELIVERING RESULTS***

**Managing a Quality Service**

**Essential**

* Make clear, pragmatic and manageable plans for service delivery using programme and project management disciplines
* Exemplify positive customer service behaviours and promote a culture focused on ensuring customer needs are met
* Establish how the business area compares to customer service expectations and industry best practice and identify necessary improvements in plans

**Delivering at Pace**

**Essential**

* Get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations
* Adopt clear processes for managing at all levels
* Review, challenge and adjust performance levels to ensure quality outcomes are delivered on time rewarding success
* Maintain effective performance in difficult and challenging circumstances, encouraging others to do the same

***ENGAGING PEOPLE***

**Leading and Communicating**

**Essential**

* Be visible to staff and stakeholders and regularly undertake activities to engage and build trust with people involved in area of work
* Confidently engage with stakeholders and colleagues at all levels to generate commitment to goals
* Clarify strategies and plans. giving clear sense of direction and purpose for self and team

**Collaborating and Partnering**

**Essential**

* Actively build and maintain a network of colleagues and contacts to achieve progress on objectives and shared interests
* Encourage contributions and involvement from a broad and diverse range of staff by being visible and accessible
* Effectively manage team dynamics when working across Departmental and other boundaries
* Seek constructive outcomes in discussions, challenge assumptions but remain willing to compromise when it is beneficial to progress

**Specialist skills and requirements**

**Essential**

* Demonstrable experience of working within and building teams based on agile or lean project management methodologies.

**Desirable**

* Understanding of a wide range of programme & project management methodologies