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# Portfolio Lead (Ref: 2531)

Ministry of Justice

**Apply before 11:55 pm on Tuesday 11th February 2025**

Ministry of  
**JUSTICE**

### Reference number

389088

### Salary

£56,532 - £69,338

The national salary range is £56,532 - £64,048, London salary range is £61,201 - £69,338. Your salary will be dependent on your base location

A [Civil Service Pension](#) with an employer contribution of 28.97%

**Job grade**

Grade 7

Grade 7

**Contract type**

Permanent

**Type of role**

Digital

**Working pattern**

Flexible working, Full-time, Job share, Part-time

**Number of jobs available**

1

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## Location

East Midlands (England), East of England, London (region), North East England, North West England, Scotland, South East England, South West England, Wales, West Midlands (England), Yorkshire and the Humber

# About the job

## Job summary

This position is based Nationally.

## Job description

Portfolio Lead

Location: National\*

Closing Date: 11 February 2025

Interviews: from 20 February 2025

Grade: 7 (MoJ candidates who are on a specialist grade, will be able to retain this grade on lateral transfer)

Salary: London: £61,201 - £69,338 (which may include an allowance up to £2474); National: £56,532 - £64,048 (which may include an allowance up to £343)

Working pattern: full-time, part-time, flexible working

Contract Type: Permanent

\*We offer a hybrid working model, allowing for a balance between remote work and time spent in your local office. Office locations can be found [ON THIS MAP](#)

## The Role

We're recruiting for a Portfolio Lead here at [Justice Digital](#), to be part of our warm and collaborative Strategy & Operations team.

This role aligns against [Senior Digital Portfolio Manager](#) from the Government Digital and Data Framework.

A Portfolio Lead is responsible for co-ordinating and managing a portfolio of digital projects. At this role level, you will:

- Track, analyse and help deliver outcomes in your portfolio

- Give guidance and deal with issues to help teams to deliver faster

- Manage governance and assurance processes, and ensure standards are met

- Provide information to stakeholders on work performance and related risks

To help picture your life at [MoJ Justice Digital](#) please take a look at our [blog](#) and our [Digital and Technology strategy 2025](#)

## **Key Responsibilities:**

- Ensure visibility and insight on portfolio performance to measure and monitor the value it brings to the organisation, aligning with strategic goals and set outcomes through targeted metrics.

- Drive portfolio maturity and continuous improvements, management and support across key areas including:

Provide key stakeholders with a timely assessment of portfolio components including portfolio-level issues and risks that are impacting performance to support senior-level decision making.

Develop and implement portfolio governance to enable effective and efficient decision making and supporting teams and stakeholders to apply good practice standards and methodology.

Manage data and reporting requirements from all areas (internal and external) including commissions for data and information.

Manage the production of the quarterly plans to mature the portfolio with key milestones and outcomes to monitor progress against own plans, including leading the portfolio Quarterly Assurance Reviews.

Be the escalation point to resolve issues and remove blockers for portfolio, ensuring concerns and issues are appropriately escalated.

Present portfolio level updates to established board meetings to aid decision making and strategic planning.

Display confidence and credibility while fostering robust relationships with teams and stakeholders. Manage their expectations effectively and lead discussions on high-risk and complex issues. Keep the focus on priorities that have the most significant impact and harmonise diverse perspectives.

Lead a team and their direct reports in adopting new processes, products, systems and ways of working. This includes overseeing the implementation and management of strategies to organise and prioritise the team's tasks, as well as fostering their continuous growth and development.

If this feels like an exciting challenge, something you are enthusiastic about, and want to join our team please read on and apply!

## Benefits

37 hours per week and flexible working options including working from home, working part-time, job sharing, or working compressed hours.

A £1k per person learning budget is in place to support all our people, with access to best in class conferences and seminars, accreditation with professional bodies, fully funded vocational programmes and e-learning platforms

Staff have 10% time to dedicate to develop & grow

Generous [civil service pension](#) based on defined benefit scheme, with employer contributions of 28.97% from April 1st 2024 ([Contribution Rates](#))

25 days leave (plus bank holidays) and 1 privilege day usually taken around the Kings birthday. 5 additional days of leave once you have reached 5 years of service.

Compassionate maternity, adoption, and shared parental leave policies, with up to 26 weeks leave at full pay, 13 weeks with partial pay, and 13 weeks further leave. And maternity support/paternity leave at full pay for 2 weeks, too!

Wellbeing support including access to the Calm app.

Bike loans up to £2500 and secure bike parking (subject to availability and location)

Season ticket loans, childcare vouchers and eye-care vouchers.

5 days volunteering paid leave.

Free membership to BCS, the Chartered Institute for IT.

Some offices may have a subsidised onsite Gym.

## **Person Specification**

### **Essential**

Have demonstrable experience of driving portfolios of change, in both traditional and agile delivery styles

Engages and manages stakeholders effectively, with the ability to influence and build consensus

Experienced in managing and appropriately applying good practice frameworks and approaches that improve performance

Experience in managing change in a fast-paced environment

Experience of leading, managing or building a team

Willingness to be assessed against [the requirements](#) for BPSS clearance

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan](#) and the [Civil Service D&I Strategy](#).

### **How to Apply**

Candidates must submit a CV and Personal Statement (up to 750 words), which describes how you meet the requirements set out in the Person Specification above.

In Justice Digital, we recruit using a combination of the [Government Digital and Data Profession Capability](#) and [Success Profiles](#) Frameworks. We will

assess your Experience, Technical Skills and the following Behaviours during the assessment process:

Communicating & Influencing

Delivering at Pace

Leadership

Managing a Quality Service

A diverse panel will review your application against the Person Specification above.

Successful candidates who meet the required standard will then be invited to a 1-hour panel interview held via video conference.

Should we receive a high volume of applications, a pre-sift based on your demonstrable experience of driving portfolios of change, in both traditional and agile delivery styles will be conducted before the sift.

Should you be unsuccessful in the role that you have applied for but demonstrate the capability for a role at a lower level, we reserve the right to discuss this opportunity with you and offer you the position without needing a further application.

A reserve list may be held for up to 12 months, from which further appointments may be made.

## **Terms & Conditions**

Please review our [Terms & Conditions](#) which set out how we recruit and provide further information related to the [Justice Digital Recruitment Terms & Conditions](#) role and salary arrangements.

If you have any questions, please feel free to contact [recruitment@digital.justice.gov.uk](mailto:recruitment@digital.justice.gov.uk)



## Person specification

Please refer to attached job description.

## Benefits

Alongside your salary of £56,532, Ministry of Justice contributes £16,377 towards you being a member of the Civil Service Defined Benefit Pension scheme. [Find out what benefits a Civil Service Pension provides.](#)

Access to learning and development

A working environment that supports a range of flexible working options to enhance your work life balance

A working culture which encourages inclusion and diversity

A Civil Service pension with an employer contribution of 28.97%

Annual Leave

Public Holidays

Season Ticket Advance

For more information about the recruitment process, benefits and allowances and answers to general queries, please click the below link which will direct you to our Candidate Information Page.

Link: <https://justicejobs.tal.net/vx/candidate/cms/About%20the%20MOJ>

## Things you need to know

### Selection process details

### How to Apply

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A reserve list may be held for up to 12 months, from which further appointments may be made.

Feedback will only be provided if you attend an interview or assessment.

## Security

Successful candidates must undergo a criminal record check.

People working with government assets must complete [baseline personnel security standard \(opens in new window\)](#) checks.

## Nationality requirements

This job is broadly open to the following groups:

UK nationals

nationals of the Republic of Ireland

nationals of Commonwealth countries who have the right to work in the UK

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities with settled or pre-settled status under the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)

nationals of the EU, Switzerland, Norway, Iceland or Liechtenstein and family members of those nationalities who have made a valid application for settled or pre-settled status under the European Union Settlement Scheme (EUSS)

individuals with limited leave to remain or indefinite leave to remain who were eligible to apply for EUSS on or before 31 December 2020

Turkish nationals, and certain family members of Turkish nationals, who have accrued the right to work in the Civil Service

[Further information on nationality requirements \(opens in a new window\)](#)

## Working for the Civil Service

The [Civil Service Code \(opens in a new window\)](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles \(opens in a new window\)](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

## **Diversity and Inclusion**

The Civil Service is committed to attract, retain and invest in talent wherever it is found. To learn more please see the [Civil Service People Plan \(opens in a new window\)](#) and the [Civil Service Diversity and Inclusion Strategy \(opens in a new window\)](#).

## **Apply and further information**

The Civil Service welcomes applications from people who have recently left prison or have an unspent conviction. [Read more about prison leaver recruitment \(opens in new window\)](#).

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

## **Contact point for applicants**

Job contact :

Name :	SSCL Recruitment Enquiries Team
Email :	moj-recruitment-vetting-enquiries@resourcing.soprasteria.co.uk
Telephone :	0345 241 5359
Recruitment team	
Email :	moj-recruitment-vetting-enquiries@resourcing.soprasteria.co.uk

## **Further information**

Appointment to the Civil Service is governed by the Civil Service Commission's Recruitment Principles. If you feel a department has breached the requirement of the Recruitment Principles and would like to raise this, please contact SSCL ([moj-recruitment-vetting-enquiries@gov.sscl.com](mailto:moj-recruitment-vetting-enquiries@gov.sscl.com)) in the first instance. If the role has been advertised externally (outside of the Civil Service) and you are not satisfied with the response, you may bring your complaint to the Commission. For further information on bringing a complaint to the Civil Service Commission please visit their web pages:

<http://civilservicecommission.independent.gov.uk/civil-service-recruitment/complaints/>

<https://www.jobtrain.co.uk/justicedigital/Job/JobDetail?JobId=571>

