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Portfolio Benefits Lead (Ref: 14363)

Ministry of Justice

Apply before 11:55 pm on Thursday 19th February 2026

Ministry of
JUSTICE

Reference number

447795

Salary

£58,511 - £70,725

The national salary range is £58,511 - £65,329, London salary range is £63,343 - £70,725. 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
Information Technology

Working pattern

Flexible working, Full-time, Part-time

Number of jobs available

1

Contents

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 Benefits Lead

Location: National

Closing Date: 19th February 2026

Interviews: w/c 23 February 2026

Grade: G7

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

Salary: *London: £63,343 - £70,725 *National: £58,511 - £65,329.

Working pattern: Full-time, Part-time, Job share, Flexible working

Contract Type: Permanent

Number of Roles: 1

*Please read the salary Terms & Conditions at the bottom of the page for more information.

***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 Benefits Lead here at Justice Digital, to be part of our warm and collaborative delivery team

The Technology Service Delivery (TSD) Programme Management Office (PMO) is the central hub for supporting and enabling successful project delivery across TSD. We provide guidance, standardised processes and consistent governance to ensure all projects are aligned, efficient and effective. Roles can work centrally to provide support across all TSD projects,

or be embedded within a project team to provide specialist advice and support for day-to-day delivery.

Our team enhances project understanding and insight, giving leadership clearer visibility of project progress, risks and overall performance. By streamlining project practices and fostering collaboration, we help drive better outcomes, save time and optimise resources, contributing to TSD and wider Justice Digital strategic goals.

You will form part of a multidisciplinary team responsible for delivering a range of outcomes in support of the wider Technology Services teams.

The TSD function is responsible for delivering projects and work packages relating to the deployment of new technology or services across the MoJ estate, transition of services from supplier to supplier or in-house and exiting of services from incumbent suppliers. You will play a key role within the team whose deliverables include:

- Identifying and documenting existing and future Technology, Service and Security landscapes and Strategies

- Identifying and preparing market-ready requirements

- The development of Business Cases

- Supporting Commercial and Financial processes

- Supporting Service Design and Architecture

- The Transition of services from supplier to supplier or in-house

- Deployment of technology or services across the MoJ estate

- Exit of services from incumbent suppliers

- Tracking and reporting on Finance forecast and spend; and

- Business and Stakeholder engagement and communication.

The Portfolio Benefits Lead is a fantastic opportunity to work with senior and cross-government stakeholders to enable effective decision-making and support the approval of business cases, submissions to investment boards and assurance reviews.

You will lead the TSD central benefits management function to ensure the successful delivery and maximisation of benefits from TSD projects. Outcomes that you will drive include

Benefits realisation across TSD projects is maximised.

Benefits management is embedded in TSD's day-to-day operations.

Best practices, innovations, and lessons learned in relation to benefits management are adopted across TSD.

Adequate supply of suitably skilled central benefits management resources against demand.

Benefits management delivery in TSD meets quality standards, including alignment with Justice Digital and wider MoJ approaches.

You will identify, quantify, and track the realisation of benefits that justify investment in a project or programme. You will ensure a suitable approach to benefits measurement and realisation is undertaken, and provide assurance that the identified benefits can be achieved.

You will be a critical friend to Project Managers, providing expert advice, promoting best practices across all TSD, and driving continuous improvement for successful project execution.

The role includes line management and mentoring PMO team members.

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:

Driving benefits realisation; Accountable for optimising the return on investment from projects by actively identifying, managing and tracking the realisation of intended benefits. This involves setting clear KPIs, monitoring progress, and implementing corrective actions where necessary. Responsible for the delivery of benefits management activities in high complexity projects.

Embedding benefits management: Accountable for integrating benefits management into TSDs and wider Technology Services daily operations, ensuring it is not a standalone function but a core component of project delivery. This includes responsibility for developing and implementing

processes and procedures, clarifying roles and responsibilities, and championing benefits management across TSD.

Promoting best practice & innovation: Champions the adoption of best practice, encourages innovation, and facilitates the capture and sharing of lessons learned across TSD and Technology Services to continuously improve benefits management capabilities.

Resource management: Manages central benefits management resources to ensure an adequate supply of skilled personnel. This includes planning, sourcing and training/upskilling.

Maintaining quality standards: Ensures that benefits management delivery aligns with wider organisational standards and best practices, maintaining high quality and consistency across all projects. This involves regular monitoring, reporting, and continuous improvement.

Business case: Assists in preparing and updating the benefits section of the business case, working with specialists as needed.

Benefits mapping: Coordinates workshops to map benefits and ensures alignment. Circulates the benefits map for agreement and approval. Works with various stakeholders to validate and test dependencies.

Digital and data: Collects and shares data in line with data standards. Uses digital tools to track and report on benefits realisation. Analyses data to assess the impact of project outcomes and improve benefit delivery.

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

Person Specification

Essential

Significant experience in benefits management, including:

leading project or programme benefits management in large complex projects or programmes

Project and programme delivery management using the AGILE and PRINCE2 methodologies (or equivalent) for large projects and programmes.

Proven track record of cultivating strong relationships with all stakeholder levels, including senior leadership.

Evidence of strong benefit, analytical and data skills across the benefits management lifecycle within large and/or complex projects or programmes.

Evidenced experience of coaching individuals within PMO and Project Delivery roles.

One or more industry recognised Benefits Management qualifications at practitioner/advanced level, such as

APMG Managing Benefits Practitioner

One or more of the following project/programme methodology qualifications:

APM Project Management Qualification

APM Chartered Project Professional

MSP Managing Successful Programmes Practitioner

Agile Project Management Practitioner

PRINCE2 Practitioner

PMI Project Management Professional

Willingness to be assessed against the requirements for SC clearance.

We welcome the unique contribution diverse applicants bring and do not discriminate based on culture, ethnicity, race, nationality or national origin, age, sex, gender identity or expression, religion or belief, disability status, sexual orientation, educational or social background or any other factor.

Our values are Purpose, Humanity Openness and Together. Find out more here about how we celebrate diversity and an inclusive culture in our workplace.

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.

Application Guidance

Please access the following link for guidance on how to apply and how to complete a Personal Statement

Application Guidance

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 and Influencing

Leadership

Changing and Improving

Working Together

Candidates who meet the required standard will be invited to a one-hour panel interview conducted via video conference.

Please note: Candidates who are successful at the sift stage will be required to prepare and deliver a **presentation** as part of the interview process. Full instructions and further details will be provided in the invitation to interview. The Presentation will assess the **Leadership** Behaviour.

Should we receive a high volume of applications, a **pre-sift** on the below criteria will be conducted.

One or more industry recognised Benefits Management qualifications at practitioner/advanced level, such as APMG Managing Benefits Practitioner

If you are unsuccessful in the role you have applied for but demonstrate the capability for a lower-level role, we reserve the right to discuss this opportunity with you and offer you the position without requiring a further application.

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

Use of Artificial Intelligence

Artificial Intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own), applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our candidate guidance for more information on appropriate and inappropriate use.

Terms & Conditions

Please review our Terms and Conditions, which set out how we recruit and provide further information related to the role and salary arrangements.

If you have any questions, please feel free to contact digitalanddatarecruitment@justice.gov.uk

Person specification

Please refer to attached Job Description

Benefits

Alongside your salary of £58,511, Ministry of Justice contributes £16,950 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

Artificial intelligence

Artificial intelligence can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others, or generated by artificial intelligence, as your own) applications may be withdrawn and internal candidates may be subject to disciplinary action. Please see our candidate guidance (opens in a new window) for more information on appropriate and inappropriate use.

Selection process details

How to Apply

Candidates must submit a **CV and a Personal Statement.** Your Personal Statement* (no more than 750 words) should highlight your relevant experience and skills, supported by clear examples of work you have undertaken. It must address the criteria listed below. Please structure your response using a separate paragraph for each.

Significant experience in benefits management, including:

  leading project or programme benefits management in large complex projects or programmes

  Project and programme delivery management using the AGILE and PRINCE2 methodologies (or equivalent) for large projects and programmes.

Proven track record of cultivating strong relationships with all stakeholder levels, including senior leadership.

Evidenced experience of coaching individuals within PMO and Project Delivery roles.

Evidence of strong benefit analytical and data skills across the benefits management lifecycle within large and/or complex projects or programmes.

One or more industry recognised Benefits Management qualifications at practitioner/advanced level, such as oAPMG Managing Benefits Practitioner

*Personal Statements which have not adhered to the application process of providing examples to the points above may be rejected at the sift.

A diverse panel will review your application against the criteria listed above. Please note applications submitted without a Personal Statement will not be considered.

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

Security

Successful candidates must undergo a criminal record check.

Successful candidates must meet the security requirements before they can be appointed. The level of security needed is security check (opens in a new window).

See our vetting charter (opens in a new window).

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) 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=959