Post Title: Deputy CDIO – Product Development & Portfolio Delivery
Grade   10a

The key position of Deputy Chief Digital Information Officer (CDIO) – Product Development & Portfolio Delivery is required. The key purpose of this role is to develop the strategic operating model for programme, project and software development across the University Group and also deliver the required IT capability programmes & projects that underpin the University group's overarching global objectives.

The post holder will be expert and experienced in setting strategies of development and project methodologies that support the strategic needs of the University Group globally. They will provide thought leadership to identify future trends (e.g. technical, market, industrial, socioeconomic, legislative) and propose long term improvements for the delivery and development of capability.

The post will sit within the University Group IT organisation and the post holder will be an essential and integral part of the University Group IT executive leadership team. The post will not only be accountable for the development and delivery of projects and programmes services but also responsible, alongside fellow IT executive colleagues, for the contribution to the overall strategic direction and development of IT and the digital agenda at University.

3.   Main duties and responsibilities

1.   Responsible and accountable for the development and delivery of the IT and digital elements of agreed Corporate IT project and programmes valued in the c£10M.

2.   Accountable for the definition and implementation of a group-wide strategic investment appraisal and decision making process based on a clear understanding of cost, risk, inter-dependencies, and impact on existing business activities, enabling measurement and objective evaluation of potential changes and the benefits to be realised. Communicates key messages to Senior stakeholders.

3.   Sets organisational IT strategy governing the direction and conduct of IT programme management, including application of appropriate methodologies. Plans, directs, and co-ordinates activities to manage and implement complex programmes from contract /proposal initiation to full integration with "business as usual". Ensures that development of capability continues to align the programme objectives with business objectives, and authorises the selection and planning of all related projects and activities. Plans, schedules, monitors, and reports on activities related to the programme, ensuring that there are appropriate and effective governance arrangements, supported by comprehensive reporting and communication.

4.   Supports the strategic development of the University Group's IT infrastructure and capabilities in collaboration with the relevant department or subsidiary via designated projects.

5.   Works with stakeholders and equivalent positions in Subsidiary Companies to ensure that integration, seamless transition and cost effective operation are built in to the development pipeline which result in the development of effective, efficient and robust live systems.

6.   Where appropriate provide consultancy support to the ULT and Directors of Subsidiary Companies for designated IT development projects.

7.   Sets strategy for resource management within solution development, authorises the allocation of resources for solution development programmes, and maintains an overview of the contribution of such programmes to organisational success. Continuously seeks to improve solution development processes and develops new strategic approaches to achieving the delivery of capability solutions to the group.

8.	Responsible for defining and operationalizing a 'right-sized' PMO and IT development organisation, taking into account prioritisation of resource utilisation, effective leadership and development strategies.

9.	Ensures that all allocated projects have measurable business objectives, operational plans that performance is monitored to meet customer and business requirements with stated service levels and are recorded within the IT Services.

10.	Leads the on-going monitoring and review of portfolios for impact on current University business activities and the strategic benefits to be realised. Takes responsibility for implementing effective portfolio governance arrangements supported by effective reporting.

11.	Act as the strategic lead to plan and manage the delivery of the IT strand of any designated project. Acquires in depth knowledge of the corporate portfolio achieving the required outcomes and benefits within time, resource, and quality constraints.

12.	Takes the lead in the strategic development and application of a systematic management framework to define and deliver a portfolio of programmes, projects.

13.	Facilitates and embeds a consensus around the mission and vision of the PMO organization to foster a project-management-oriented culture and mind-set among the PMO stakeholders and organizational leadership

14.	Responsible for leading the identification and implementation of project management processes, methods, tools, guidelines and standards in order to establish a stable framework that supports all project teams and stakeholders to improve the probability of successful project delivery.

15.	Provides ongoing coaching and mentoring to PMO staff and project managers. Creates and drives performance activities to enable the achievement of personal and team objectives and to achieve a high performance culture.

16.	Acts as a trusted partner to senior leadership and key PMO stakeholders, and builds an understanding of business areas acting as a sounding board and 'critical friend'.

17.	Proactively researches opportunities to improve the project management best practices in order to achieve higher maturity in PPM. Recommends and embeds changes as appropriate,

18.	Leads the establishment of a project management community of practice to facilitate collaboration and best-practice sharing among project managers and key PMO stakeholders. Builds networks across the sector to harness personal development and to generate innovative practice.

19.	Hold accountability for the full end to end delivery of the PMO including financial health and ensures that the work of the Programme and development teams adds value, is relevant to the strategy of the organization, and meets the goals set for the Development and Programme delivery organisation as set by the CDIO and the IT senior leadership teams.

20.	Facilitates overall business transformation by ensuring that technology projects are suitably resourced with the required skills for all projects. Includes the definition of outsourcing capabilities (through sourcing frameworks etc) that can support the delivery of IT projects.

21.	Provide consultancy support and expert advice to the ULT and Directors of Subsidiary Companies for designated IT Development projects.

AND such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

4. Supervision Received

The post holder reports:

- Directly to Group Chief Digital Information Officer (Group CDIO)

5. Supervision Given

Relevant Development Staff as assigned to relevant projects.

6. Contacts

- External Agencies, Consultants and Contractors

- Service Providers, Shared and Outsourced Suppliers and other Vendors

- Strategic Development and Business Transformation Unit.

- All Subsidiary Companies, Faculties, Schools and Services within the University Group

5. PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS
Education/ Qualifications	Educated to degree level in ICT or related relevant discipline with a chartered professional qualification or equivalent experience.	Postgraduate or professional or high level vendor qualification in Computing, Information Systems, Project Management or equivalent relevant disciplines.
Experience (Paid and Unpaid)	Substantial experience of IT project management in a complex, matrix, organisation, in managing multiple major information systems development or procurement projects concurrently Leading international change projects within a complex organisation. Experience with one or more project management methodologies (for example, PMI PMBOK, PRINCE2 and agile) Tender evaluation, contract negotiation and proactive supplier management. Exceptional leadership skills with the ability to develop and communicate the PMO vision, and inspire and motivate PMO staff A distinctive blend of business, IT, financial and communication skills (This is a highly visible position with substantial impact.) Effective influencing and negotiation skills in an environment where resources may not be in direct control of this role Strong business acumen, including industry, domain-specific knowledge of the enterprise and its business units	Implementation of continuous improvement benchmarks e.g. EFQM, ISO9000. Managing the implementation of IT based facilities outside of the UK.

Job-related skills/ Aptitudes	Qualitative and quantitative analysis skills. Knowledge of large scale project management systems and project management software. Commitment to a high quality customer service. Organisational and planning skills. Ability to lead a high level and diverse team.	.
Interpersonal Skills	Ability to forge effective relationships in a complex matric management environment. An appreciation of other cultures; the global reach of the University and its international agenda.	
Other Requirements	Able to work flexibly to meet the needs of the service. Ability to travel both within the UK and internationally as required.	