Post Title:	Head of Portfolio and Projects
Grade:	*9*

Job Description

2.1. Purpose

The Head of Portfolio and Projects is responsible for the development and application of a systematic management framework to define and deliver a portfolio of programmes, projects, products and/or ongoing services, in support of specific business strategies and objectives. They will work closely with ITS staff and the broader university to ensure the successful management and delivery of the mixed portfolio of ITS projects and workstreams.

The post holder will have an excellent understanding of the portfolio lifecycle and will work with ITS and business stakeholders to systemise the governance, categorisation and prioritisation of the ITS project and workstream portfolio and will enable the creation and maintenance of a pipeline of planned and active investments.

The Head of Portfolio and Projects will establish the use of common standards to manage, assure and report Ideas and Projects, continuously looking for agile and lean ways of operating to ensure the pace of delivery meets the needs of the University Group.

2.2. Main Duties and Responsibilities

1. Responsible for the definition, implementation and review of the organisation's portfolio management framework. This will include supporting the implementation of a strategic investment appraisal and decision-making process based on a clear understanding of cost, risk, inter-dependencies, and impact on existing business activities.

2. Takes responsibility for the definition of a portfolio of programmes, projects, products, and/or on-going service provision across the Group, ensuring alignment with business strategy objectives and with emerging IT and digital opportunities

3. Develops the parameters for the prioritisation of resources and the changes to be implemented within the portfolio, enabling the measurement and objective evaluation of potential changes and the benefits to be realised

4. Engages and influences senior managers to ensure the portfolio will deliver the agreed business objectives. Recommends and implements corrective action by engaging and influencing senior management.

5. Is responsible for implementing effective portfolio governance arrangements supported by effective reporting.

6. Commissions assurance reviews of portfolio to maximise successful delivery.

7. Leads on planning, scheduling, monitoring and reporting on activities related to the portfolio to ensure that each part of the portfolio contributes to the overall achievement of the portfolio.

8. Plans, summarises and reports on portfolio KPIs often through the deployment of business management processes and systems.

9. Accountable for Identifying issues with portfolio structure, cost, risk, inter-dependencies, impact on current business activities and the strategic benefits to be realised.

10. Directs projects/products/programmes/change initiatives of issues, recommends and monitors corrective action.

11. Supports the management of the service pipeline (proposed or in development), service catalogue (live or available for deployment) and retired services.

12. Develops financial plans and forecasts. Monitors and manages IT expenditure related to the Portfolio and Project Management discipline, ensuring that all IT financial targets are met, and examining any areas where budgets and expenditure exceed their agreed tolerances. Assists with the definition and operation of effective financial control and decision making, especially in the areas of service, projects and component cost models and the allocation and apportionment of all incurred IT costs. Analyses actual expenditure, explains variances, and advises on options in use of available budget.

13. Leads the performance of people, including determination of capabilities, integration into teams, allocation of tasks, direction, support, guidance, motivation, and management of performance.

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

2.3. Supervision Received

Line management is from the Deputy CDIO (PPD)

2.4. Supervision Given

• Senior Project Managers

• Project Managers

• Portfolio Manager

2.5. Contacts

• IT Services staff, including Executive Team.

- University Group Leadership Team.

- Staff and students in other Schools / Support Areas of the University Group.

- External Suppliers and other education institutions.

3. Person Specification

ATTRIBUTES	ESSENTIAL	ADVANTAGEOUS

Education & Qualifications	• Educated to degree level in a relevant discipline with a chartered professional qualification or substantial experience in related field in lieu of the above.	• Postgraduate or professional qualification in a relevant discipline:
		   o P30
		   o MoP
		   o Prince 2 or similar
		   o ITIL v3

Knowledge & Experience	• Substantial experience of portfolio and project management in a large, complex organisation. • Leadership / Management • Influencing • Financial Management • Strategic Execution • Experience in a range of delivery methodologies including Waterfall, Agile and Nested delivery frameworks • Evidence of developing a broad network of business relationships. • Experience of digital business literacy.	• Exposure to operating in Higher Education • Experience implementing or operating within a DevOps environment
Interpersonal Skills	• Able to influence and negotiate at all levels and also where resources may not be in direct control of this role. • Ability to build trust and display integrity. • Able to motivate others to deliver high performing teams and a high performance culture. • Ability to forge effective relationships in a complex matrix management environment. • Ability to work collaboratively and key team player. • Excellent communication, and presentation skills • Creative and innovative thinking	• IT strategy planning and execution skills • Creative solution building.

| Job-related Skills, Abilities & Competencies | • Excellent analytical, strategic conceptual thinking, strategic planning and execution skills.
• Exceptional leadership skills with the ability to develop and communicate the change vision, and inspire, motivate and develop staff.
• Takes accountability and has strong sense of ownership.
• Results orientated and a commitment to a high quality customer service
• A distinctive blend of business, IT, financial and communication skills.
• Understanding business organisation, politics and culture.
• Ability to build and maintain broad network of business relationships.
• Knowledge of customer behaviours, needs and expectations.
• Ability to lead a team/discipline to quickly resolve complex problems in the provision of IT services.
• Good understanding of current and emerging technologies and how other enterprises are employing them to drive digital business support.
• Designing and guiding solution portfolio delivery.
• Implementing delivery frameworks.
• Implementing and applying project prioritisation techniques.
• Owning, driving adoption and application of a PPM solution in large organisations
• Understanding digital technologies.
• Applying lean/startup agile methods. | • Open innovation. |
| Other Requirements | • A flexible approach to working hours and location, including a willingness to travel, locally, nationally or overseas, as required. | |

	• An appreciation of other cultures; the global reach of the University and its international agenda.	