

## **Portfolio Planning and Performance Lead - Band A**

### **Ministry of Justice Digital and Technology Services**

We design, build and support user-centred digital and technology services for the justice system: services that make a real difference to our staff, members of the public and their families who use them. Millions of people every year interact with our services, and Digital & Technology play an important role in improving access to justice and making that experience much easier and less distressing.

We are using digital, data and technology to build capability, work smarter and more efficiently. We want to create a digitally enabled end-to-end justice system which can adapt and respond to changing needs. We were the first digital team in a government department, and the first to deliver an exemplar service, with experts in web development, design, delivery and product management and user research, alongside around 50 organisations, including the courts service and Government Digital Service (GDS).

To find out more about us please visit our [blog](#).

### **THE ROLE**

We have an exciting opportunity for a Portfolio Planning and Performance Lead to join the Digital & Technology Portfolio & Controls Unit. The successful applicant will play a key role, supporting the Head of Portfolio and Controls in developing the D&T portfolio planning approach, based on ensuring alignment to strategy and the understanding and mitigation of risk, and ensuring that we can effectively measure the performance of our portfolio in these areas.

We are looking to recruit a Portfolio Planning and Performance Lead to complement our team of portfolio management and governance professionals. We seek an ambitious, talented individual, capable and committed to successfully delivering the services we need. You'll be working in an innovative environment, ensuring that the approaches we take provide better, smarter and more cost-effective, user-centric services.

### **MAIN RESPONSIBILITIES**

- Developing and maintaining the Digital and Technology Portfolio Roadmap
- Working with the the Head of Portfolio to develop the portfolio planning process
- Establishing performance metrics to support assessment of the portfolio and inform data driven decision making
- Ensuring that all portfolio performance reports are completed on time, using the information provided to identify and escalate concerns as appropriate
- Refining the Digital and Technology prioritisation criteria to ensure that they continue to align delivery of change to strategic priorities.
- Building and maintaining relationships and working practices with local portfolio leads

- Work alongside the senior management team to plan and track strategic roadmaps giving direction and challenging when needed
- Ensuring that all information is shared across the relevant service areas, looking at ways to reduce the governance burden and support the focus on delivery
- Play an active role in the Portfolio Profession

## **CAPABILITIES**

### **The essential skills and experience required are**

- Demonstrable experience of working within and building teams based on agile or lean project management methodologies;
- Strategic thinking;
- Strong stakeholder management; Ability to interact and engage with senior stakeholders in the wider business to achieve common goals
- Strong communication skills, both in terms of drafting documentation and presentations, and working effectively with geographically dispersed teams;
- Value-based decision making;
- Understanding of a wide range of programme & project management methodologies

### **Desirable skills and experience**

- Recognised PPM qualifications e.g. Scrum, MoP, MSP, MoR
- Experience of planning in a complex delivery landscape, identifying and actively managing dependencies

For further information please contact Jo Hills on [joanna.hills@digital.justice.gov.uk](mailto:joanna.hills@digital.justice.gov.uk)