

Corporate Portfolio Manager

Department: Chief Operating Office

Division: Corporate Portfolio Management Office

Reports to: Head of the Corporate Portfolio Management Office

JE Ref: COO1072.1

Grade: CS13 **JE Date:** 18/10/2022

Job purpose

Organising, directing and controlling the development, planning, prioritisation, implementation and delivery of the Government of Jersey's change portfolio which generates considerable public and political interest and directly impacts the services delivered by Government.

Job specific outcomes

Initiate and set goals for the portfolio of programmes and projects across GoJ w, mapping corporate dependencies, coordinating processes physical resources, including building and technical infrastructure assets to facilitate the delivery of corporate objectives and Government strategic aims.

Planning the portfolio of programme and projects, from start to completion, involving deadlines, milestones and processes for individual work streams, developing budgets and planning for operational requirements to ensure that programmes and projects are managed effectively and that the goals of all individual components are aligned, maximising value for investment.

Direct the overall management of change portfolio, creating and coordinating the maintenance of the CPMO approved corporate standards and accurate portfolio information and progression. Provide oversight of major and strategic programmes/ projects, ensuring that resources, both physical and financial, have been correctly allocated and that programmes are scheduled to complete on time and to budget, to ensure that best value for public spend is being realised at all times and defined benefits and outcomes are due to be realised.

Work closely with other Government departments and external contractors to quality assure major and strategic programmes and project, including stage gate reviews, to include: specific requirement documentation, business cases, Briefs, PIDs and other mandatory information necessary for the effective development of individual revenue/capital programmes to ensure that all programmes/projects are run in a collaborative way across Government functions and that the appropriate levels of responsibility are assigned and maintained to facilitate overall portfolio delivery.

Prepare and deliver procurement delivery strategies within the overarching corporate procurement framework ensuring that governance processes are followed in line with organisational policy, ensuring a consistent approach for all programmes that are running at any given time across GoJ.

Establish and coordinate effective Portfolio Management teams across GoJ, to maintain the requirements of departmental portfolios of programmes and projects, including their related

financial and project management procedures, ensuring a robust support framework is in place to assist with delivery of project and programme milestones.

Coordinate fully detailed and costed feasibility studies that include necessary consultation / endorsement including, where required, the correct technical supporting information to allow end-user capital funding bids.

Engage with a range of various stakeholders, coordinating consultations on portfolio scope, dependencies and deliverables, obtaining senior management and political sign off as required and addressing queries and complaints related to the portfolio of programmes. projects, thus ensuring effective stakeholder management to support the operational delivery of major departmental programmes.

Lead Governance and Control Health Checks of Major and Strategic programme reviews and coordinate audits into individual programme/ project components and research initiatives into programme and project management best practice, initiating and maintaining close liaison with affiliated professionals within Government, private practice, the relevant programme industry or other related professions, to ensure that knowledge of the relevant programme field or other project methodologies are maintained up-to-date.

Lead the development of standard contract documentation, Key Performance Indicators and reporting tools, project and gateway methodology and other procedures, ensuring all documentation and processes conform to Government regulations and legal requirements to support effective programme governance.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Services (TIER 1,2 and 3 jobs only – DELETE if not applicable)

Portfolio, Programme, Project and PMO Management

Organisational structure

Office of the Chief Executive

Customer and Local Services

Children, Young
People, Education
and Skills

Health and
Community Services

Justice and
Home Affairs

States Treasurer
and Exchequer

Growth, Housing and
Island Environment

Strategic Policy,
Performance and
Population

Chief Operating Office

Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Level 7 qualification or equivalent experience in portfolio, programme or project management</p> <p>Project Management qualification at PRINCE 2 Agile level or equivalent).</p> <p>Chartered membership of a relevant professional body (e.g. APM).</p>	
Knowledge	<p>Specialist knowledge of change management and programme / project management methodologies such as Six Sigma, Prince 2 or equivalent.</p> <p>Knowledge of building construction processes and civil engineering techniques.</p> <p>Understanding of planning, legal and regulatory frameworks relevant to the Government of Jersey corporate change portfolio, spanning Ministerial and Non-Ministerial departments or a government organisation in a similar jurisdiction.</p> <p>Knowledge of the Government of Jersey or a comparable organisation and its strategy and functions.</p> <p>Proof of ongoing CPD.</p>	<p>Knowledge of:</p> <p>The activity and processes of Government including interaction between politicians and officials.</p> <p>Management reporting as it relates to this role.</p> <p>The Council of Ministers Common Strategic Priorities, Ministerial Plans, key objectives, risks and issues relevant to corporate portfolio.</p>
Technical / Work-based Skills		Driving licence (Group B)

	<p>User of CAD software or similar computer based design solutions.</p> <p>User of project management systems or alternative solutions that allow for creation and management of project workflows, task distribution and resource planning.</p> <p>Computer literate with ability to operate the Microsoft Office package.</p>	
<p>General Skills/Attributes</p>	<p>Ability to interpret architectural and engineer drawings.</p> <p>Strong relationship building skills.</p> <p>Good planning and organising skills so as to generate medium and long-term strategic plans for the relevant areas of responsibility.</p> <p>Ability to lead, motivate and manage teams to facilitate achievement of high delivery and performance and manage poor behaviour.</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to produce written materials (e.g. letters, reports, discussion papers, proposals) to a high level for presentation to a variety of audiences, including the States Employment Board and Government of Jersey Ministers.</p> <p>Ability to communicate</p>	

	<p>confidently and effectively in media interviews when required. Ability to communicate effectively to senior stakeholders, including politicians and Senior Management and deliver key messages at a suitable level.</p> <p>Ability to influence and persuade a wide range of stakeholders in and outside the department.</p>	
<p>Experience</p>	<p>Practical experience of running a portfolio of complex projects through all stages, and delivering these to exceptional standards.</p> <p>Finance and budgetary management experience at a senior level.</p> <p>Substantially proven management experience.</p> <p>Experience setting and deploying programme management strategy at departmental / divisional level.</p> <p>A proven track record of achieving objectives on time.</p> <p>Experience of best practice within the area/s overseen as part of the remit of the role to make recommendations for change.</p> <p>Experience working alongside senior stakeholders within the public sector or a similar context.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 1 to 3 core accountabilities, attributes and behaviour indicators.