



Role Profile

Role Title **Portfolio Analyst Lead**

Job family group Strategy, Analysis and Change Directorate

Job family/ies Change Portfolio Office

Grade SEO

Status For internal use

Role Purpose (250 words max) As the Portfolio Analyst Lead, you will be reporting to the Portfolio Manager. You will be responsible for supporting some of our most complex and exciting projects. This is a central portfolio function that supports projects and programmes on all aspects of delivery. You will focus primarily on providing insight, information and support that strengthens portfolio governance and enables prioritisation decisions and effective allocation of resources across the portfolio.

This is a high-profile role with significant visibility across the department. You will work alongside a team of project delivery professionals who each lead on their respective functions and provide expertise to projects as required. You will be responsible for contributing to core change portfolio office functions including but not limited to: horizon scanning, intercept assessments for new initiatives, prioritisation, risk assumptions issues and dependencies management, planning, benefits management and reporting.

Key Accountabilities (600 words max)

- Role holders will run a clear Portfolio Governance Framework and reporting rhythm.
- Support projects throughout their delivery lifecycle to ensure they are set up and running effectively. Drive effective adoption and implementation of the project delivery lifecycle across the portfolio, in partnership with our Change Governance and Assurance team.
- Role holders will work with business areas to identify and categorise new projects for the portfolio pipeline.
- Role holders will manage a significant work area covering a major function or range of related functions. Responsibilities will include managing diverse teams with lead accountability for a functional element of activity with full accountability for a range of resources including a leadership role in developing staff and raising their performance.
- In a wider management context, role-holders will be expected to contribute to and support organisational change initiatives, support collaborative working across boundaries and regularly seek out opportunities to provide more responsive services.
- Work with the wider team to develop documentation for and maintain the Project Delivery Hub, a central repository of project standards and guidance for the HMCTS project delivery community.
- Development, maintenance, and ongoing management of key programme level documentation. Ensuring key programme-level products are version controlled and approved, with the products and signoffs collected and stored in a file repository
- Role holders will build and maintain good working relationships with key stakeholders including senior project managers, senior judges, wider MoJ colleagues and across other government departments.

Knowledge, Skills and Experience **(500 words max)**

- Experience of working within a fast-paced and complex Portfolio office, demonstrable experience of working within a team that has undertaken significant organisational transition.
- Knowledge and understanding of project delivery practice with a background in projects and experience using and championing associated project delivery methodologies.
- Excellent interpersonal skills and ability to build and maintain strong working relationships with partners and stakeholders, including the ability to work across boundaries to influence and gain confidence of senior project delivery leaders and sponsors.
- The ability to analyse data and present qualitative and quantitative information, adapting style and tone for different audiences, in a concise and meaningful way through working alongside programmes and other portfolio functions.
- Ability to work to tight timescales and adapt to changing circumstances, managing competing priorities and ensuring delivery of quality products, whilst maintaining performance.
- Strong ability to identify areas of improvement and create and implement innovative approaches to delivering better quality services and processes.
- Leadership and management skills together with experience of the work area and broader areas relevant to individual areas of responsibility.

Desirable Criteria:

A commitment towards obtaining one or more of the following project delivery qualifications (or equivalent) is desirable:

- Managing Successful Programmes
- Management of Portfolios (MoP)

- APM PMQ
- PRINCE2
- Managing Successful Programmes
- Management of Risk
- Managing Portfolios
- PMI Certificate in Associate Project Management

Problem Solving and Decision Making **(300 words max)**

- Planning
- Scheduling
- Governance
- Frameworks and methodologies
- Stakeholder engagement
- Assurance
- Change control

Problems in relation to management and resourcing issues will typically focus on planning and balancing workloads across wide areas of service activity; managing inter-relationships across functional and organisational boundaries; specifying standards for service delivery; identifying improvements in service delivery mechanisms; resolving conflicts to meet targets and deadlines; managing and mitigating risks and ensuring work is integrated and co-ordinated in line with broad operational plans.

Problem solving will also typically involve generating new ideas, evaluating options, impacts, risks and potential solutions. Will involve reconciling different priorities, achieving cooperation and dealing with challenges in a responsive and constructive way which takes account of the wider context and are in-step with wider business objectives. Role holder will be expected to exercise discretion and judgement in relation to issues in the managed area of operations. On matters which must be referred to more senior management role holders will be expected to provide options and recommendations based on a detailed analysis and appraisal of the issues involved.

Management of Resources **(250 words max)**

- Risk and issue management
- Knowledge management

Role holder will manage and co-ordinate a single functional team or work group. Will manage and co-ordinate activity on a range of issues dealing with key risks and contingencies. Role holder will also be expected to pro-actively manage the work area by building links with other teams, encouraging cross-team working and supporting and energising teams to deliver outcomes. Communicates business objectives in a team/functional or operational context. Financial responsibility will vary depending on the nature of the role. Financial responsibility may also extend to the negotiation and agreement of contracts to specified levels and the authority to

commit expenditure to third party.

Autonomy (250 words max)

Role holder will operate within a framework where work is only generally guided by policies, accepted standards and precedents. Will be expected to take independent action and exercise judgement and discretion in interpreting individual business or operational requirements. Will be expected to identify and clarify priorities, respond to changing requirements and manage performance to ensure quality outcomes are delivered on time.

Key Relationships and Contacts (300 words max)

Build and maintain good working relationships with key stakeholders including senior project managers, senior judges, wider MoJ colleagues and across other government departments.

- Create and maintain both formal and informal networks with key decision makers internally and externally.
- Able to initiate and manage senior relationships within and out with HMCTS.
- Builds mutual understanding and achieves co-operation.
- Influential player in own functional area.