Portfolio Management Office (PMO) Manager (Permanent)
Full time, although job share applications welcome
Salary Range: £41,649 to £51,144
Location: Holyrood, Edinburgh

The Scottish Parliament exists to define, debate, decide and legislate on issues of importance to the people of Scotland. It holds the Scottish Government to account and is answerable to the people of Scotland. The Digital Services Group (DSG) provides a range of digital services and solutions to the Scottish Parliament. As part of the DSG the role is based in the Parliament’s Business Information Technology (BIT) Office. The BIT Office develops and maintains the IT applications, infrastructure, solutions and services that support the business of the Parliament and its Members. We support about 1250 network users, mostly at Holyrood, but also in more than 100 local offices as well as a number of homeworkers.

You will be joining the Resources & Governance Team, a team of around 10 staff which provides business relationship management, administrative and financial support to the BIT Office as well as project and portfolio management. There are currently three full-time Project Managers in the team. The primary function of the role is to lead the development, continuous improvement and management of the Portfolio Management Office (PMO).

Duties

Reporting to the Head of BIT Resources & Governance, your role is to design, plan and deliver the operations of the PMO whilst supporting and working in collaboration with the BIT Management Team.

You will have the following responsibilities:

- Lead and manage the PMO team in portfolio, programme and project planning and delivery.
- Work in partnership with other BIT managers to implement and deliver an effective and efficient PMO that adds rigour to portfolio and project management.
- Manage the reporting for the Digital portfolio including status reporting, issues management, risk management, change control, project definition, investment approval and benefits tracking within BIT.
- Lead the resolution of risks and issues which threaten the success of overall portfolio delivery. Make independent judgements about the most appropriate course of action and negotiating trade-offs and compromises between key stakeholders such as project boards, project sponsors, project managers, etc. Where necessary escalate to an appropriate governance body for resolution.
such as the BIT Management Team, BIT Leadership Team or the Digital
Strategy Board

- Work alongside the Business Engagement and Relationship Managers to create, implement and maintain: Demand Management Processes, Proposal Tracking and Project Commissioning
- Guide Business sponsors and project managers to ensure the conditions are set up for project success at the outset and drive corrective action where necessary
- Manage reviews and project acceptance processes with project executives and teams to provide independent assurance of project delivery quality, risk management and go-live readiness
- Take an active role in the preparation of the Digital and IT budgets, capital plan and individual project budgets and monitor performance against budgets
- Work with other BIT managers and the Project Support Officer to develop and maintain IT resource capacity and demand plans and resolve resource issues with resource & project managers within IT
- Work with other BIT managers to bring a forward-looking view of Digital projects to the annual planning process
- Support the Digital Strategy by overseeing the full portfolio of technology project and initiatives to ensure they align with the strategy and support long term goals
- Develop staff within the PMO team to their full potential and ensure their skills (technical and interpersonal) meet the needs of the business
- Engender and sustain a strong customer focus within the team and develop excellent relationships across the organisation
- Influence senior level colleagues and project teams through change management initiatives ensuring professional standards are maintained
- Take full responsibility for budgeting, estimating, planning and objective setting within the team

**Skills, Knowledge and Experience Required**

You will be educated to degree level or professional diploma in a computer science or engineering based subject but relevant professional qualifications certifications (e.g. PRINCE2, MSP, etc.) will be considered.

You must be able to provide evidence to demonstrate the following skills:

**1. Portfolio Management**

- Able to report progress of projects in the portfolio to the Digital Strategy Board which is a senior leadership team in the organisation
- Able to manage dependencies between projects and identify synergies
- Experience of facilitating prioritisation exercise of proposals for potential projects
- Ability to mitigate and actively manage portfolio risks
- Ensure rigour is applied as appropriate across the projects in the portfolio
2. Project Management
   • Good understanding of IT project and service delivery with experience in IT Project Management roles
   • Good understanding of change management
   • Experience of work planning, scheduling and reporting
   • Mentor and develop the project management skills of other colleagues

3. Problem Solving
   • Ability to evaluate complex and ambiguous information and then develop a coherent plan of action using strong analytical planning and organisational skills
   • Experience of developing improvement plans for processes and tools

4. Financial Management
   • Good understanding of project-related budgeting processes
   • Ability to track spend and commitments against budget and report accordingly
   • Capable of helping others define business cases and justify investment decisions

5. Leadership, Team Working and Motivation
   • Able to positively lead and inspire project teams to work together to successfully deliver goals
   • Able to generate enthusiasm and collaborative working to successfully deliver organisational goals
   • Able to lead a team of 4 Project Managers and a Project Support Officer
   • Able to influence and matrix manage Project Managers who are members of other teams across the organisation

6. Communication Skills
   • Ability to convey complex project information to a wide variety of technical and non-technical stakeholders
   • Good engagement skills with the ability to influence, resolve conflict and manage expectations

Please provide evidence of these qualities in your application.

To apply, please send your application to jobs@parliament.scot by 12pm on Monday, 26 June 2017. Interviews are expected to take place week commencing 17 July 2017.

Working Pattern

Full time, with applications on a job share basis welcomed.

Benefits

We offer a great range of benefits including 41.5 days’ leave (including public holidays), the opportunity to join the Civil Service pension arrangement and flexible working arrangements and family-friendly policies.
Salary

The salary range for this post is shown below:

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<thead>
<tr>
<th>Minimum</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3 (Max)</th>
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</thead>
<tbody>
<tr>
<td>£41,649</td>
<td>£44,482</td>
<td>£47,314</td>
<td>£51,144</td>
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You will progress at the rate of one scale point per year provided you are performing your duties to the required standard. Your progression date will be the anniversary of taking up the appointment in the grade. You will be paid monthly in arrears by Bank Credit Transfer directly into your bank or building society account on the last banking day of the month.

Other Information

Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1,631 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm for all work areas and from 7:00am to 10:00pm for Sub Editors, the Deputy Editor and the Editor in the Official Report.

Annual Leave

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 10.5 days public and privilege holidays (increasing to 11.5 days in the 2017/18 leave year. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement will be pro-rated.
As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

**Pension**

Unless you choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions towards your Civil Service pension. More information can be found on the Civil Service Pensions website at [www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions).

**Age**

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

**Travelling and Other Expenses**

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.

**Probation**

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

**Outside and Political Activities**

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

**Health and Safety**

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in
such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

**Data Protection**

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.

**Suggestions**

We want all applicants to feel that they have been treated fairly, even if they are not appointed. If you have any comments or suggestions about the way in which this recruitment campaign has been handled, we would really like to hear from you.

**Referees**

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

**Health Assessment and Security Clearance**

If you are successful at interview you will be asked to complete a health assessment form. If necessary we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.

Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

**Visa and Work Permits**

There are no nationality restrictions on who the SPCB employs. You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.
Equal Opportunities

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.