

ROLE PROFILE

Job Title	Portfolio Manager
Business Unit / Group Function	Central Services
BU Team / Sub-Function	GTS
Location	SBP
Leader	Planning & Governance Leader
People Leadership	No
Job Level	4A
<p>Role Purpose Lead the IT product and service landscape across the GTS organisation, ensure deployment, operation, and life-cycle management of the IT portfolio according to defined service level agreements, requirements, timeline, cost and quality and ways of working</p>	
<p>Accountabilities</p> <ul style="list-style-type: none"> Propose the definition, planning and management of IT portfolio projects including, scope, timeline, hardware and software procurement, resource allocation and execution ensuring defined standards are met, generating business value and competitive advantage Analyse and maintain deep understanding of business requirements and related IT portfolio identifying interdependencies and critical paths required to meet business objectives Identify streamline potential with deployments, share best-practices and implement continuous improvement actions ensuring inter-relationships are recognised and utilised to meet business goals Facilitate collaboration between business functions regarding IT infrastructure requirements and solutions ensuring the information allows effective and cost-efficient systems that meet business objectives Collaborate and support the Architecture teams with scouting in new technologies and innovations to be included in the WG&S IT portfolio ensuring continuous improvement targets are met Manage change controls relating to requests for new services or changes to existing ones, and identify project risks or issues, and define contingency plans to meet business objectives Report IT portfolio status, proposed investment and deployment progress to relevant stakeholders such as GTS leadership to ensure alignment Manage knowledge documentation and updates proactively to ensure appropriate standards Provide on-site support or monitoring of established standards and procedures ensuring compliance and processes are followed 	
Created by:	Lawrence McDonald
Creation Date:	3 September 2021
HRBP:	Kirsty Morris
Date of last revision:	4 October 2021

Competencies

<p>Formulating Strategies and Concepts</p> <ul style="list-style-type: none"> • Works strategically to realise organisational goals • Sets and develops strategies • Identifies, develops positive and compelling visions of the organisation's future potential • Takes account of a wide range of issues across, and related to, the organisation 	<p>Entrepreneurial and Commercial Thinking</p> <ul style="list-style-type: none"> • Keeps up to date with competitor information and market trends • Identifies business opportunities for the organisation 	<p>Deciding and Initiating Action</p> <ul style="list-style-type: none"> • Makes prompt, clear decisions which may involve tough choices or considered risks • Takes responsibility for actions, projects and people • Takes initiative, acts with confidence and works, • Initiates and generates activity
<p>Planning and Organising</p> <ul style="list-style-type: none"> • Sets clearly defined objectives • Plans activities and projects well in advance and takes account of possible changing circumstances • Identifies and organises resources needed to accomplish tasks • Manages time effectively • Monitors performance against deadlines and milestones 	<p>Delivering Results & Meeting Customer Expectations</p> <ul style="list-style-type: none"> • Focuses on customer needs and satisfaction • Sets high standards for quality and quantity • Monitors and maintains quality and productivity • Works in a systematic, methodical and orderly way • Consistently achieves project goals 	<p>Analysing</p> <ul style="list-style-type: none"> • Analyses numerical data, verbal data and all other sources of information • Breaks information into component parts, patterns and relationships • Probes for further information or greater understanding of a problem • Makes rational judgements from the available information and analysis • Produces workable solutions to a range of problems • Demonstrates an understanding of how one issue may be a part of a much larger system

Skills and Experience

Educated to degree level or equivalent
Experience of working with and engaging at senior leadership level
Experience of working a large multi-national IT team
A proven decision maker with a background in IT project and Portfolio delivery especially across multiple organisations

Experience of managing complex IT portfolio services in a fast paced, changing environment

Able to take a continuous approach to planning, forecasting, estimating and managing uncertainty. Able to communicate the plan to a range of stakeholders

Able to manage risks, issues and interdependencies across multiple customers, teams, departments and organisations