

				ROLE PROFILE					
				Senior Portfolio Management Officer (SPMO)					
Reports to:		Practice Manager - PMO							
Grade:		Senior Professional / Technical			Job Family:		Change		
Leadership Responsibility:		Direct Reports:	0	Indirect Reports:	Up to 3	Regulatory Information:		Not Applicable	
Location:		Binley, Coventry. Team-led hybrid working arrangements apply.			Working hours:		35		
Effective Date:		V3 13/05/2024			WD Job Code:		JC_0366		
ABOUT THE ROLE									
<p>The Senior Portfolio Management Officer (SPMO) will facilitate and drive the co-ordination of activities across multiple agile teams, ensuring adherence to operational standards within the development lifecycle of CIDO Portfolios. The SPMO will support the Strategic Value Case production across a broad scope of programmes and transformation activities across the agile release trains (ART).</p> <p>This SPMO role will require close collaboration with the Central PMO team and Head of Portfolio, as well as working with their respective teams within ART teams as appropriate. This role will provide input on the ART set by Product Managers to tracking the objectives and goals on the work that has been delivered by the trains.</p> <p>The SPMO must work with the Central PMO team and ARTs to establish and implement the minimum CIDO metrics needed to assess progress, including minimum Data Standards, centralised Delivery Framework, Jira etc. They must also ensure that assurance health checks are undertaken with ARTs for continuous adherence to defined governance standards.</p> <p>The SPMO helps ensure the focus is on the ‘right work.’ The SPMO oversees continuous improvement and early feedback on current initiatives, maintaining an accurate record of spend to value, helping the ART to make the necessary adjustments to meet its targets. The SPMO also supports coordination across the portfolio’s ARTs, maintaining alignment between strategy and execution, and supporting continued operational excellence.</p> <p>The SPMO interprets detailed information which they are able to summarise and articulate at the Portfolio level. In addition, the SPMO will be responsible for setting work tasks and the general direction of the PMO team.</p>									
ABOUT YOU									
<ul style="list-style-type: none"><li>• An authentic ‘servant-leader’ who takes responsibility for ensuring the team’s success ahead of your own needs.</li><li>• You take a coaching approach and empower others to make decisions that lead to great outcomes.</li><li>• You are passionate about ensuring CIDO and the wider CBS business delivers great outcomes through supporting business goals and objectives.</li><li>• You seek to understand how decisions and dependencies impact delivery.</li><li>• You create a culture of continuous improvement, learning from mistakes and use the experience to change how you and the team respond to similar situations in the future.</li><li>• Intellectually curious; you encourage ideas and challenge.</li><li>• Highly self-aware and emotionally intelligent, you understand your impact on others and take time to understand all colleagues and help them to operate at their best.</li><li>• With strong resilience you maintain energy and enthusiasm and embrace situations positively.</li></ul>									
REQUIREMENTS:									

- Proven knowledge of delivery control framework e.g., Risk Management, Dependency Management and Delivery Frameworks.
- Knowledge of Scaled Agile Framework (SAFe) and Portfolio & Programme Management methodology and standards.
- Experience in supporting multiple ARTs and business initiatives.
- Proven track record on working with a cross functional delivery teams in a large Enterprise environment.
- Strong ability to interpret dashboards; ability to analyse data and present it in a way that tells a story and provide insight to all audiences to influence decision making and understanding of dependencies.
- Excellent written, verbal communication and analytical skills across all stakeholder groups.
- Experience of Portfolio Financial and Resourcing processes.
- Strong leadership skills with the ability to influence at all levels.
- Recognised as a Subject Matter Expert (SME) within the Portfolio Management field ensuring deliverables meet the needs of Stakeholders, policies, standards, and best practice.

**YOUR KEY RESPONSIBILITIES.** (Additional detailed performance objectives will be set by your manager)

<b>General Profile</b>	<ul style="list-style-type: none"> <li>▪ Support delivery of strategy by maintaining and adhering to governance and process standards for initiatives and business deliverables.</li> <li>▪ Support quality reviews and interlock forums to provide governance and oversight of Portfolio/team performance, managing consistency, regulatory risk, and resilience profiles.</li> <li>▪ Work collaboratively with Central PMO to help define and establish the ART data set providing data integrity and assurance oversight.</li> <li>▪ Engage with key stakeholders to facilitate and assure the creation of the ARTs/Teams objectives and key results.</li> <li>▪ Provide the necessary insight when investment and resourcing budget needs to be prioritised/reprioritised.</li> <li>▪ Identify, manage, and ensure mitigation of Portfolio level dependencies, risks, and issues.</li> <li>▪ Support the process of funding Portfolio and ART value streams.</li> <li>▪ Implement, embed, and control organisational guardrails and frameworks.</li> <li>▪ Providing assurance health checks on governance, traceability, and business case completions within ARTs/Teams</li> <li>▪ Manage reporting and dashboards for senior leadership teams around goal setting and accomplishments.</li> <li>▪ Track ART key metrics agreed by ART Leadership supporting with tooling and automation.</li> <li>▪ Manage tracking the budget for the ART and manage any requests/ business cases to change the ART sizing.</li> <li>▪ Oversee the framework to measure performance versus agreed standards.</li> <li>▪ Lead on the cross-Portfolio planning and dependency tracking, including PI and Ceremonies.</li> <li>▪ Provide quality information on Portfolio progress to the CIDO Planning, Performance &amp; Insight team (PPI) and Central PMO</li> </ul>
<b>People &amp; Relationships</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>▪ Work collaboratively with Central PMO, PPI, key stakeholders, Agile team(s) and Portfolio Leads to ensure requirements are well defined.</li> <li>▪ Support strategic outcomes to PI activities and help support and govern Strategic Value.</li> <li>▪ Be responsible for liaising with and influencing multiple internal stakeholders across the business and CIDO to identify priorities and dependencies.</li> <li>▪ Input to the Agile principles/ways of working and culture in the PMO and work continually to improve the tools and templates used by the team.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Drive collaboration and continuous improvement mind-set within the SPMO and PMO.</li> <li>▪ Provide guidance to your PMO colleagues through knowledge sharing and best practice.</li> <li>▪ Support your team with training and personal development.</li> </ul>
<b>Governance, Risk &amp; Controls</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>▪ Support the framework and controls in place to mitigate, balance, control risks.</li> <li>▪ Help the team(s) to implement a consistency of approach and quality of delivery.</li> <li>▪ Possess excellent knowledge of measuring value and value realisation across multiple teams.</li> <li>▪ Have knowledge of implementing and utilisation of the appropriate tools and approach to maximise value realisation.</li> <li>▪ Support assurance health checks on governance, traceability, and the Strategic Value case completions.</li> <li>▪ Be responsible for monitoring frameworks, standards, and procedures to ensure governance, consistency, and quality of delivery.</li> </ul>
<b>Impact, Scale &amp; Influence</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>▪ Have excellent communication skills, working at all levels to articulate the information and impediments to stakeholders.</li> <li>▪ Possess strong negotiation and persuasion skills.</li> <li>▪ Act as a trusted advisor, with proven experience in presenting ideas and solutions to stakeholders.</li> <li>▪ Guide team(s) to work at sustainable pace through assessment, prioritisation, and delegation of workload across your PMO team.</li> </ul>
<b>Decision Making / Problem Solving</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>▪ Actively shape and contribute to the wider sharing of best practice and learning across the Society.</li> <li>▪ Use metrics to prompt discussion and enable the team(s) to inspect and adapt, with the aim of improving the flow of work and delivery time.</li> </ul> <p>Identify and measure portfolio flow and use metrics to enable value-based decision making</p>
<b>Comparable Roles</b>	