

Job Description:
IT Portfolio Manager

|  |  |
| --- | --- |
| Function: | TDDI (Technology, Data, Digital & Innovation) Delivery |
| Job:  | IT Portfolio Manager |
| Position:  |  |
| Job holder: |  |
| Immediate manager (N+1 Job title and name): | Head of Portfolio |
| Additional reporting line to: | None |
| Position location: | TDDI Department – Salford or London / Home Based (Hybrid) |
|  |
| Purpose of the Job |
|

|  |
| --- |
| Reporting directly to the Head of Portfolio, the role holder will be responsible for:* The simultaneous management of multiple large projects and/or a programme of work; to effect business transformation, meet identified business needs, acquire and utilise the necessary resources and skills, within agreed parameters of cost (OpEx and CapEx), timescales and quality.
* Line management and leadership of a team of programme/project managers and project coordinators.
* Ensuring consistent alignment with the TDDI Programme/Project Delivery Framework.
 |

 |
|  |

|  |
| --- |
| Organisation chart: |
| Programme ManagersProject ManagersHead of PortfolioPortfolio Manager |
|  |

|  |
| --- |
| **Context** |
| * Responsible for the oversight and control of a portfolio of programmes and projects in the UK&I Region.
* Occasional travel to other Sodexo offices and/or sites will be required.
* As a Hybrid Worker, the role offers flexibility for Sodexo office and home-based working. The split between office and home, will be agreed with the Head of Portfolio.
* Expected to adhere to all applicable business policies, including Information Security Policy, Health & Safety, etc.
* The UK TDDI function is part of the wider Sodexo Global TDDI organisation.
 |

|  |
| --- |
| Main Assignment |
| * Take full responsibility for the management and successful delivery of a portfolio of programmes and projects that are aligned to a group of business technologies.
* Provides effective leadership to the portfolio team and takes appropriate action when team performance deviates from agreed tolerances.
* Provides line management to programme and project managers in their portfolio.
* Plans, directs and monitors the assignment of programmes and projects to the resources allocated to the portfolio.
* Works with Demand Management and PMO to create and manage a portfolio capacity plan, ensuring resource utilisation is maximised.
* Determines when additional “flex” programme or project management resources are required from the contract market, on-boarding/off-boarding these in a timely manner to meet changing demand.
* Manages and maintains weekly and monthly portfolio reporting, providing the necessary input for senior leadership reporting/dashboards.
* Produces full portfolio/programme financials and tracks the financial status of the programmes and projects in the portfolio, including budget, forecast and actual spend.
* Supports programme and project managers with risk assessment assurance and issue escalation management.
* Reviews lessons learned from programmes and projects, ensuring key learnings are captured in the centralised Delivery Lessons Learned Log. Participates in the regular review of the key lessons learned and helps to determine and follow-up on actions.
* Regularly reviews programmes and projects to ensure they remain on track to realise business benefits and agreed outcomes.
* Supports programme and project managers to prepare concise and appropriate steerco reports, by reviewing these well in advance of steerco meetings.
* Work in conjunction with the PMO Manager to embed best practice regarding a standard approach to the use of project management tools/systems, library structures and document naming conventions.
* Work in conjunction with the PMO Manager to ensure all relevant process and policy documentation and templates are maintained and up to date and participate in audit activity as required.
* Maintain an up-to-date working knowledge of all TDDI Project Delivery Processes and Templates and to champion their use amongst TDDI Project Managers.
* Collaborates with other Portfolio Managers, PMO and Demand Manager to optimise ways of working.
 |

|  |
| --- |
| Accountabilities |
| * All allocated programmes and projects are successfully delivered to Schedule, Budget and Quality as agreed with the TDDI Head of Portfolio, Project Sponsor and other key stakeholders, in line with the TDDI Project Delivery Framework, using the approved tools and templates.
* All appropriate TDDI project / portfolio management systems are updated accurately and regularly in line with the TDDI project control processes.
* Resources are allocated and utilised at the right time within the delivery lifecycle.
* Programme and project dependencies and inter-dependencies with other projects are managed.
* Projects are handed over to BAU support in accordance with agreed service transition standards and guidelines.
 |

|  |
| --- |
| Person Specification |
| Essential:* Holds a professional qualification (PMI, APM, AgilePM, PRINCE2).
* At least 5 years’ experience in a full lifecycle Project or Programme Management role, working across multiple dimensions, (infrastructure, software development, 3rd party applications, etc.), managing large complex projects and programmes.
* At least 2 years’ experience in managing a portfolio of programmes and projects, ideally using a mix of linear and iterative lifecycle methodologies.
* Demonstrates strong planning and resource management skills.
* Demonstrates knowledge of best project and programme management techniques and practices.
* Good knowledge of other best practice & standards such as ITIL, SDLC, ISO9000, ISO27001
* Strong understanding of business strategies, cost drivers and efficiencies.
* Experience in solution identification and selection through recommended tender processes to support the customer in procuring / deploying the most appropriate solution.
* Experience of providing support in a corporate environment and of working with customers at all levels.
* Effective leadership, interpersonal skills, and an ability to command respect to create a sense of community amongst the members of the portfolio teams.
* Excellent communication skills both verbal and written, including skills in presenting to senior leadership.

Desirable:* Educated to Degree level.
* Experience in shaping and mentoring high performance delivery teams that drive business value.
* Full Driving License and valid passport.
* Security Clearance (May need to obtain SC security clearance)
 |

|  |
| --- |
|  Competencies |
| * Drives results, client & customer satisfaction and business value
* Leadership and people management
* Commercial awareness
 | * Collaborates
* Builds effective teams
* Decision quality
 |