

Job Description

Job Title:	IS Portfolio Manager	Directorate:	Information Systems
Reports To:	Head of Digitalisation	Function/Division:	Digitalisation
Salary and Benefits			
<p>Along with a competitive salary of up to £75,000 depending on experience, we also offer great benefits including:</p> <ul style="list-style-type: none"> • Up to 20% annual performance bonus • Annual leave of 25 days + bank holiday entitlement • Agile working arrangements with up to 2 days per week working from home • Enrolment into our Pension Scheme, with a generous company contribution 			
<p>Role Purpose: Responsible for the entire IS change portfolio and the life cycle governance that wraps around it. Managing the initiation of change, selecting the correct delivery methodology, and tracking change initiatives to support business benefits realisation.</p>			
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Manage the end-to-end change portfolio spanning product and programme delivery, with a focus on forward planning, initiating change, and working closely with fellow Digitalisation Managers to deliver a highly effective technology change capability. • Providing project assurance to the IS senior leadership team, the Executive, and the Board for the portfolio of projects and products that will enable it to meet its operational and strategic objectives. • Responsible for financial management as it applies to all programme and product delivery, including the provision of funding for resource management. • Design and operate a robust and comprehensive technology change management process and supporting set of governance mechanisms. • Design and operate a process for the continual reprioritisation of workloads in response to changing internal and external drivers. • Maintain consistent roadmaps for change across multi-dimensions including, but not limited to, customer value chains, directorates and business capabilities. • Create and implement processes, policies and procedures to ensure efficient and repeatable high-quality portfolio management and ensure alignment of these with the wider department. • Form, manage and continuously develop a high-performing and collaborative team, setting objectives, managing performance, developing potential and modelling behaviours. • Ensures regulatory requirements are tracked and managed centrally and timely updates are facilitated by the IS Senior Leadership Team so that deadlines can be tracked to completion. 			
<p>Skills, Knowledge, Experience & Qualifications:</p> <p>Essential:</p>			

- A minimum of 5+ years' experience in portfolio, product or project management, delivering complex multi-million-pound, business-focussed, change initiatives.
- Good situational and contextual intelligence of the organisation's climate and how to navigate obstacles and politics.
- Ability to balance the long-term ("big picture") and short-term implications of individual decisions and organisational goals.
- Demonstrable track record of successful portfolio management in an agile environment.
- Understanding of various operating models, such as project-centric and product-centric, as well as different agile principles, methodologies, and frameworks.
- Strong consulting skills in targeted communications, engagement management, stakeholder management, and business development.
- Able to manage stakeholder conflict.

Desirable:

- Master's or bachelor's degree in business, computer science, computer engineering, electrical engineering, system analysis, or a related field of study or equivalent experience.
- Previous experience working part of a Distribution Networks Operator.