

Portfolio Lead (Band 3/ SEO)

Health and Safety Executive

Apply before 11:55 pm on Monday 14th March 2022



Details

Reference number

188844

Salary

£39,334 - £45,865

Grade

Senior Executive Officer

Contract type

Permanent

Business area

HSE - Operational Services Division (OSD)

Type of role

Governance

Project Delivery

Working pattern

Flexible working, Full-time, Job share, Part-time

Number of posts

3

Location

East Midlands (region), East of England (region), North East (region), North West (region), Scotland, South East (region), South West (region), Wales, West Midlands (region), Yorkshire and the Humber (region)

About the job

Summary

Diverse perspectives and experiences are critical to our success and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role. We look forward to receiving your

application.

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

The Health and Safety Executive (HSE) is the independent regulator for work-related health and safety. Our purpose is to protect people and places – we save lives and we are highly regarded both nationally and internationally. The benefits that our work brings to business, workers and the UK economy are clear. Improved health and safety risk management protects workers and translates into reduced sickness absence, lower healthcare and welfare costs, and better productivity.

Job description

Why We're Recruiting

HSE is maturing its approach to managing and delivering change to enable the delivery of our ambitious roadmap of transformation and we're building a team of change, project management and delivery professionals to support this work. We are leading on a number of cross government, multi agency programmes in addition to a series of internal transformational initiatives: from establishing a new Building Safety Regulator to a post EU exit Chemicals regulation regime. We're designing new digital services to transform the way we deliver services and regulate, enabling new operating models, and transitioning to agile methods of development and delivery.

The Team We're Building

We're seeking a range of project, programme and portfolio governance and assurance specialists with subject matter expertise to work alongside a wider community of delivery partners and operational teams to drive higher standards of compliance and quality across our portfolio of transformation. Delivery partners range from top tier consulting houses to SMEs focused on digital innovation. You will work alongside PPM, Digital, Data and Technology professionals as well as operational and subject matter experts from HSE divisions. We're seeking governance and assurance specialists who relish the opportunity to lead in a rapidly maturing environment.

Reporting to the Portfolio Office Manager, this is an influential position, playing a key role in the successful operation of one of the world's leading regulators.

This is an exciting new opportunity for an exceptional candidate to drive HSE's Transformation agenda and help shape our future. If you are looking for an opportunity to make a tangible difference that will be felt across the entire of Great Britain, please read on.

Overall Purpose

As the Portfolio Lead you will play an important role in defining, building and monitoring our ambitious roadmap of digital and business transformation, focusing on operational and regulatory effectiveness and efficiency whilst improving overall portfolio outcomes.

You will be responsible for working with a variety of operational delivery specialisms across a sub section of the portfolio to improve project and programme delivery compliance, you will define and imbed the standards for delivery and assurance management, ensuring all aspects of delivery compliance are governed and assured to support HSE in delivering our ambitions transformation agenda.

Focused on monitoring best practice standards to drive the collective delivery of organisational outcomes that will improve regulatory effectiveness and efficiency and improve project and programme compliance you will help us lead, drive and deliver significant change across HSE, driven by a new strategy and a number of new and challenging transformation programmes.

Please note: your application for this role may be considered for other similar roles at the same band or lower.

Responsibilities

As part of your role you will:

- Work with business areas to identify and categorise new projects that relate to their portfolio area, utilising portfolio management and multi criteria analysis to determine strategic value and prioritisation.
- Maintain portfolio delivery maps and determine critical path to monitor portfolio area progress. Recognise and track interdependencies across change projects.
- Identify and monitor portfolio level risks (threats and opportunities) and escalate as appropriate to the Portfolio Risk Lead.
- Maintain portfolio finance / RAID and Planning trackers and create high quality reports for a variety of stakeholders with different requirements
- Play a key role in developing and implementing HSE's Change Framework
- Manage and engage with a wide range of stakeholders, acting as an arbitrator to resolve disputes relating to area of expertise and provide expert advice and peer reviews where required. Support the PMO Portfolio Manager and Head of Service to communicate and build commitment to a shared vision and sense of purpose.
- Working with the Planning Manager help develop mechanisms for measuring and monitoring delivery across the portfolio.
- Responsible for leading Assurance within a major project or across a portfolio of projects, including health checks, deep dives and stage gateway reviews that are proportionate and ensure the management of recommendations.
- Co-ordinate reporting from projects and programmes and provide analysis of

performance. Leads the timely and accurate reporting of integrated assurance plans and milestones to support departmental or board level assurance activities. Work with PMs to recommend and provide data for Change Control requests, escalating to the relevant boards and disseminating the outcomes.

- Ensure all key information assets, products, documents, etc. for the project are identified, controlled, tracked, and securely stored. Acts as the advocate for project / portfolio compliance to the HSE Change Framework and ensures good governance is in place.

- Advise projects / programmes on correct processes, templates and governance procedures, support / lead lessons learned and post implementation reviews and embed into future project delivery. Provide direct training as well as coach and mentor other project professionals on PMO standards. Ensure all projects/programmes are effectively managing risks, scope, and finances.

- May work independently or leading a small team operating across various specialisms to support the development and communication of change and business improvement principles, guidelines and best practice throughout HSE to build knowledge and optimise service delivery.

Experience - essential

You will have:

- Experience of providing assurance for programmes and projects throughout their lifecycle to ensure standards are being met and that scope, plans, benefits and objectives are clearly articulated and agreed by all parties

- Experience of risk and issue management, ensuring mitigations are in place and dependencies are actively managed resolving any programme conflicts

- Experience of conducting post implementation reviews on completed projects, ensuring resulting recommendations are collated and available for use in subsequent projects

- Experience of managing budget allocations with rigour and providing senior management with financial management information (MI)

- Experience of leading and managing teams, setting best practice standards, and supporting others to comply and follow set procedures.

- Experienced in managing people on a matrix management basis extending to the coaching and mentoring of team members as part of driving the consistency of standards and outputs.

- Experience of leading change and driving change awareness within a complex and geographically dispersed organisation.

- A solid track record of delivering service/performance improvements, efficiencies, and enhanced user experience.

- A relevant Project Management qualification and experience of project / programme management delivery methods such as Prince 2 or Agile alongside Microsoft Project and broader PPM tools such as MS Project Online.

- Experience of delivering / assuring large scale transformation programmes.

- Portfolio Management qualification – Management of Value, Management of

Risk, Management of Portfolios, Management of Successful Programmes, or relevant experience.

Experience - desirable

- Experience of delivering / assuring large scale transformation programmes to GDS standards.
- Experience of working within a regulatory or similarly complex environment.
- Experience in project / programme management delivery and attending gateway assurance boards.

Skills

- PMO Delivery. You will have an excellent working knowledge of best practice Project and Change Delivery processes (RAID Management / Planning / Resource management / Finance etc.) with hands-on project / programme experience
- MI / Reporting. You know how to create high quality Management Information, including dashboards, milestones reports, cross-Government reporting packs to agreed standards and templates, with a focus on strategic products for Senior Executive Boards, and internal / external assurance panels.
- Lessons Learned. You know how define and manage the lessons learned process, facilitating workshops and ensuring lessons are communicated and embedded across the portfolio and considered throughout the project lifecycle to reduce risk
- Tools. You will be Extremely proficient in PowerPoint / Excel / MS Project / SharePoint with experience of data analysis and generating Management Information (MI) reports, ideally automatically, for multiple audiences including project reviews, programme delivery review, leadership team and board executives.
- Communication. You will have excellent written and verbal communication skills, providing effective summaries & briefings for all stakeholders including material which could be used for external audiences, with close attention to detail, good organisational skills, and the ability to develop and implement effective processes.
- Business Analysis. You know how to develop effective monitoring systems to track movement and expected deliverables across a sub-portfolio . Through a keen eye for detail, you can identify variations or delays, and take appropriate action to escalate deteriorating positions.
- Domain Level Experience. You know how to quickly build up a high-level understanding of domain specific functions for instance, procurement, operational delivery, Digital and IT transformation to support the assurance and challenge of delivery plans and compliance activity.
- Compliance. You know how to set the standards for delivery and work with project teams to track and monitor project / programme progress throughout the life of interrelated projects and programmes across the portfolio. You can act as a

recognised expert and advocate for best practice approaches, continuously reflecting and challenging the team.

- Stakeholder relationship management. You know how to direct the strategic approach for stakeholder relationships, establishing and promoting the meeting of stakeholder objectives. You are able to actively manage stakeholders and create a compelling case for change.

Benefits

- Learning and development tailored to your role
- An environment with flexible working options
- A culture encouraging inclusion and diversity
- A Civil Service pension

We invest in our people with;

- Competitive rates of pay
- Access to the highly competitive Civil Service Pension Scheme to which HSE contribute 27.1%, far more than in the private sector.
- Family friendly policies and working hours to help balance your home life and career
- 25 days annual holiday increasing to 30 days after 5 years' service, plus bank holidays and 1-day Civil Service privilege leave
- Parental leave benefits: Maternity, adoption or shared parental leave of up to 26 weeks full pay followed by 13 weeks statutory pay and a further 13 weeks unpaid, and paternity leave of 2 weeks full pay.

Things you need to know

Security

Successful candidates must pass a disclosure and barring security check.

People working with government assets must complete [basic personnel security standard](#) checks.

Selection process details

We'll assess you against these behaviours during the selection process:

- Managing a Quality Service
- Leadership
- Making Effective Decisions
- Changing and Improving

This vacancy is using Success Profiles, and will assess your behaviours and experience.

As part of the application process you will be asked to complete a CV and Personal Statement (Max word limit 750)

Your personal statement should demonstrate how you meet the Key Responsibilities as set out in the job description and essential criteria.

Please access the following link for guidance on how to apply and how to complete a Statement of Suitability <https://www.civil-service-careers.gov.uk/how-to-apply/>

Closing date for applications is Monday 14th March 2022 at 23.55pm.

The Sift will take place during the week commencing 21st March 2022 and you will be assessed on your personal statement and CV. We may contact you for an informal telephone conversation as part of the sifting process.

If you are successful at sift stage you will be invited to an interview which will be a blended approach of strength based questions and some behaviour based and technical skills questions as outlined above.

As part of your interview you'll be asked to deliver a 5-minute presentation to assess your technical skills, details of which will be sent with your invite to interview.

Interviews will take place week commencing 28th March 2022.

These dates may change subject to business needs.

Please note, due to current COVID restrictions, interviews will take place using MS Teams, where you will be required to have access to;

- A laptop - personal or work
- A webcam
- Good internet access
- MS Teams

Further Information

Existing Civil Servants and applicants from accredited NDPBs are eligible to apply, but will only be considered on loan basis (Civil Servants) or secondment (accredited NDPBs). Prior agreement to be released on a loan basis must be obtained before commencing the application process. In the case of Civil Servants, the terms of the loan will be agreed between the home and host department and the Civil Servant. This includes grade on return.

It is the candidate's responsibility to ensure they are aware of the terms and

conditions they will adopt should they be successful in their application. For a summary of HSE terms and conditions as part of Civil Service Reform, please see the attached document.

Any move across the Civil Service on or after 4 October 2018 may have implications on an employee's ability to carry on claiming childcare vouchers.

If you have a disability and you need an application form in an alternative format or you would like to know more about our recruitment process, please contact: hr.resourcing-team@hse.gov.uk

Feedback will only be provided if you attend an interview or assessment.

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK
- nationals of the Republic of Ireland
- nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\)](#)
- relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
- relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
- certain family members of the relevant EU, EEA, Swiss or Turkish nationals

[Further information on nationality requirements](#)

Working for the Civil Service

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.

Apply and further information

Once this job has closed, the job advert will no longer be available. You may want to save a copy for your records.

Contact point for applicants

Job contact:

- Name: Mark Hamilton
- Email: Mark.Hamilton@hays.com

Recruitment team:

- Email: hr.resourcing-team@hse.gov.uk

Further information

If you believe that Civil Service Commission principles of selection for appointment on merit on the basis of Fair and Open competition have not been met you can raise a complaint by emailing: HR.Resourcing-Team@hse.gov.uk or by writing to HSE at the following address: HSE Resourcing Team, 2.3 Redgrave Court, Merton Road, Bootle, Merseyside, L20 7HS If you are not satisfied with the response you receive from the Department, you can contact Civil Service commissioners:

<https://civilservicecommission.independent.gov.uk/code/civilservicecodecomplaints/>

www.hse.gov.uk

Attachments

[HSE Terms and Conditions - CSJ Advert Annex Opens in new window](#) (pdf, 92kB)

