



# JOB DESCRIPTION

*Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Portfolio Assurance and Development Officer</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>B2</b>
<b>Pay range:</b>	<b>£30,452 - £34,000 per annum</b>
<b>Team:</b>	<b>Corporate Services</b>
<b>Section:</b>	<b>Enterprise Portfolio Management Office (EPMO)</b>
<b>Reports to:</b>	<b>Head of EPMO</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>Full time, 36 hours</b>
<b>Contract type/ duration:</b>	<b>Permanent</b>
<b>Issue date:</b>	<b>03 October 2018</b>
<b>Closing date:</b>	<b>21 October 2018 at 23.55</b>

## The House of Commons

The House of Commons and the iconic Palace of Westminster are key elements of the UK's Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

## Team information

The Corporate Services Team is responsible for corporate strategy and planning. It is also charged with providing efficient, accurate and customer-focused management of human and financial resources. The team also develops HR, finance and policies and standards to support internal customers across the House, organisational development and monitoring performance.

The Enterprise Portfolio Management Office supports the Joint Investment Board and portfolio, programme and project management across Parliament.

## Job introduction

The primary purpose of this role is to support the Parliamentary Portfolio Governance Manager to co-ordinate programme and project assurance services across Parliament. This involves leadership of assurance reviews and lessons learned management. This role also works directly to the Head of EPMO on Programme and Project Management Community development providing and co-ordinating training, development and communications support.

This role sits within the Enterprise Portfolio Management Office (EPMO). The EPMO provides portfolio management and assurance for projects and programmes across Parliament working with the Portfolio Management Offices in Digital Service and Strategic Estates.

The post holder will report to the Head of the EPMO and will be a member of the Corporate

Services team. The EPMO reports to the Joint Investment Board for Parliament, chaired by the Director General of the House of Commons.

### **Key stakeholder relationships**

This is a bi-cameral position so the post holder will need to build relationships with staff of both Houses and Parliamentary Digital Services (PDS) at all levels.

Key stakeholders include:

- Head of EPMO (line manager)
- Parliamentary Portfolio Governance Manager (primary task manager)
- Other members of the EPMO team
- Finance Directors
- Strategic Estates PMO and Project/Programme teams
- Digital Service PMO and Project/Programme teams
- Strategic and Business Change Programme teams
- Internal Audit teams
- Senior Responsible Owners
- Human Resources, including Learning and Development teams
- Parliamentary Project and Programme Community
- Internal Gateway Reviewer pool
- The Infrastructure Projects Authority and other Government networks
- Government Gateway Reviewers

### **Management responsibility**

None. Possible task management responsibility.

### **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

### **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

### **Hours**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

### **For further information:**

Candidates should refer to the House of Commons careers website [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

### **Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and

successful candidates will be invited to attend a competency based interview.

### **Key responsibilities**

The Assurance and Development Officer has the following responsibilities:

- Support the Parliamentary Portfolio Governance Manager by maintaining and developing an agreed forward plan of Gateway Reviews by liaising with Senior Responsible Owners (SROs), Programme Directors, Programme and Project Managers across Parliament, and Internal Audit as required.
- Organise assurance reviews as required. Identify the requirements for the review teams and the recruitment of the team members through contacting the established groups of reviewers asking for expressions of interest and assessing the applications. Acting with the EPMO Co-ordinator as Parliament's Departmental Assurance Co-ordinator.
- Develop and manage all Level 3 independent project assurance follow up action including categorisation and analysis of review recommendations to support assurance reporting; tracking and identification of themes for lessons learned, links to risk mitigation, development of recommendations for and managing corrective actions. Maintain the lessons learned log.
- Provide support the EPMO Co-ordinator to manage and develop the pool of consultant and internal reviewers, creating a depth and breadth of appropriate skills, by sourcing experienced reviewers from across Government and the private sector. Oversight of the EPMO Kahootz collaboration site.
- Develop papers and reports for the Joint Investment Board (JIB) and other governing bodies as required. Contributing to the development of the annual JIB assurance statement.
- Manage the Risk Potential Assessment and Integrated Assurance and Approvals Plan processes, the former in support of project and programme categorisation.
- Maintain alignment of Parliament's Gateway Review approach with Government best practice.
- Work with EPMO Portfolio Analyst to develop improved assurance and approvals baseline data, and analysis, ensuring alignment with the EPMO Project Register
- Support the Head of EPMO in their Head of Profession Role by establishing themselves as the PPM Community Lead. Plan and execute Community events.
- Lead on EPMO Communications. By providing direction and support to EPMO Co-ordinator ensure that EPMO communications are clear, consistent and regular.
- Support the Head of EPMO with activity to improve, consolidate and deliver PPM Training provision, in line with an increased understanding of PPM resource capability and priority gaps.
- Provide cover for the Portfolio Governance Manager and EPMO Co-ordinator as required.
- Other activities commensurate with the role, to support the development of the EPMO, Project and Programme Community and Corporate Services as required

### **Qualifications:**

**Desirable:** Project, Programme or Portfolio Qualification.

<b>SKILLS AND EXPERIENCE</b>  <i>There is no criteria 8 required at application stage, so please write N/A when completing your application form.</i>	<b>APPLICATION FORM</b>	<b>TEST / EXERCISE</b>	<b>INTERVIEW</b>
<b>CRITERIA 1:</b> Experience of Gateway Reviews and lessons learned collation and management.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2:</b> Experience of records management and setting up and maintaining good information systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3:</b> Evidence of excellent data analysis and presentation skills, conveying complex information in a straightforward way.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4:</b> Ability to demonstrate credibility in a wide ranging community of stakeholders with sensitivity to organisational culture and values.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5:</b> Excellent stakeholder engagement, in an inclusive way taking into account equality and diversity, with the confidence to collaborate, challenge and persuade where appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6:</b> Attention to detail and working successfully across team boundaries to strict deadlines and changing priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 7:</b> Project/Programme/Portfolio management experience and experience of developing a community of practitioners (desirable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 8:</b> All EPMO team members are required to have the following skills: Effective and flexible team work Delivering continuous improvement Excellent customer service Striving for equality, accessibility and inclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>