

Campaign number

Q10715

Closing date

17 May 2020

### Job Description and Person Specification

This job description lists the general tasks, functions and responsibilities of the role below, including the specifications and skills required.

Job title*	Band
Non-Executive Director	N/A – Annual fee of £9,000
Number of posts	
Digital Portfolio x 2 roles Transforming Digital x 3 roles	
Contract type	Duration if fixed term
Fixed Term Contract	One year with possibility of extension of up to 3 years; expected attendance of 10-15 days per year

### Workplace Values

The post holder will be expected to operate in line with the Digital Service workplace values which are:

- Care – Caring for ourselves, each other, and the people who use our services
- Confidence – Believing in the value of what we do and showing pride in our work
- Community – Working together as one team and building communities to share skills and expertise
- Curiosity – Learning, listening and challenging to be the best at what we do

### Standard Duties

#### **Purpose of role- Transforming Digital:**

The UK Parliament is starting a transformation programme to evolve as a digital-first organisation.

Recognising that digital is crucial to more effective partnership and enablement of Parliament to deliver its obligations to the United Kingdom, the programme, Transforming Digital (TD), builds on the progress of PDS to date, to become a higher performing, more open, nimble and outward facing organisation.

The mandate for the programme received approval from the Commons Executive Board and Lords Management Board in April 2020. Its governance includes an External Advisory Board comprising:

- five external members, one being the Chair of the Board,
- the Parliament Chief Information Officer and Senior Responsible Owner (SRO) of the TD programme and,
- the Programme Director.

The External Advisory Board ensures the TD programme is advised by external best practices and deep experience of digital transformation.

The Board advises and supports the Senior Responsible Officer, the Programme Director and the programme team, providing scrutiny and challenge for strategic decision making.

The Chair reports jointly to the TD programme SRO and to the chair of the Digital Strategy Board.

The other roles report to the Chair of External Advisory Board.

**Key Accountabilities:**

- Provide independent advice on the leadership of the TD Programme, on priorities, key decisions and risk mitigation, and advise the SRO in developing PDS's capacity and capabilities to meet its future challenges and deliver value for money;
- Perform a full, open and collaborative role on the External Advisory Board offering constructive challenge as well as mentoring support to executive members;
- Influence colleagues across Parliament to help them understand the outcomes from the TD Programme

**Purpose of role – Digital Portfolio:**

We want to provide excellent digital services for a modern Parliament.

We work with the House of Commons and the House of Lords to help them meet their objectives.

We oversee a broad Portfolio of Digital transformation. Please visit [our blog](#) to learn more.

**Key Accountabilities:**

- Bring an external, informed and independent perspective to discussions on the Digital Portfolio, including at project and programme boards where appropriate.
- Provide technical expert advice to project and programme SROs and senior team members, challenging strategies for project management and delivery.
- Understand the Parliamentary Digital environment and the challenges and issues that need to be addressed in delivering Digital services for Parliament.
- Ensure that appropriate risk management and internal controls exist, are fit for purpose, and are appropriately applied.
- Address the particular circumstances of the House of Lords as sole or joint budget for much of the portfolio

## Person Specification

**Essential:**

- The ability to provide leadership, strong corporate governance and constructive challenge to the programme board, the programme team and the SRO;
- Skills, knowledge and experience in the areas of Digital, Technology and Business Transformation;
- An ability to develop strategy at a senior level across all areas of a business, challenge assumptions and decision-making as appropriate;
- Comprehensive non-executive experience at senior Board level;
- Strong communications and stakeholder management skills, including the ability to mentor senior executives as appropriate.

**Desirable:**

- An understanding of the public sector;
- A focus on providing challenge and guidance to ensure that Parliament is organised to succeed as a customer focused, digitally enabled and commercially driven organisation.

**Leadership Approach**

The successful candidate should be:

- A powerful advocate of the Parliament, the transformation agenda, and value of collective public procurement in the marketplace, and with key Whitehall & public sector stakeholders.
- A collegiate, supportive board member, able to provide appropriate challenge, and guidance to colleagues and the executive.
- Demonstrably aligned to the Parliament and civil service diversity & inclusion strategy.
- Aligned to the values of public service.

## Additional information regarding the post

**Location**

Board meetings will take place remotely or on the Parliamentary Estate, in Westminster.

**Time Commitment**

The time commitment may vary each month but will be approximately 10-15 days per annum (to include meetings and preparation time). This will include meetings/familiarisation visits by arrangement.

**Remuneration**

An annual fee of £9,000 will be paid. Please note that the successful appointee will be placed on our payroll.

**Application and selection process**

You are invited to apply with a letter of interest and full CV using our recruitment portal Oleo.

We will conduct a Sift based on the criteria set out in the person specification section and successful candidates will be invited to attend an interview.

**Equality**

We are committed to being an inclusive employer. We encourage flexible ways of working and staff have access to Workplace Equality Networks.

We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.

Please let us know if you require any recruitment documentation in other formats or if you require reasonable adjustments to be made during the recruitment process.

Candidates should not be active members of a political party and will be subject to restrictions on political activity once appointed. Security clearance is an ongoing requirement of the role as is the right to work in the United Kingdom. Parliament is not able to sponsor visas.