



Job description and person specification

Head of Portfolio Governance and Assurance



Making Parliament Happen

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| Job Title: | Head of Portfolio Governance and Assurance |
| Salary: | £68,900 - £81,879 per annum – A1 Band (Plus a Civil Service pension with employer contribution of 27%) |
| Hours: | Full Time (36 hours per week) |
| Location: | Palace of Westminster and the Parliamentary Estate, London (Central). |
| Number of Posts: | 1 |
| Contract Type/ Duration: | Permanent |
| Security Clearance Type: | Counter Terrorism Check (CTC). Please see below for further information on security checks. |

Parliament

Working at the UK Parliament offers a unique and rewarding career at the heart of the UK's democratic system. With a wide range of roles available, our impartial colleagues enable the day to day running of the House of Commons, House of Lords and joint departments. Together, we make Parliament happen.

The Team

The Finance, Portfolio and Performance Team plays a leading role in delivering the strategy of the House of Commons Service through effective financial planning and control, monitoring organisational performance, and supporting the delivery of projects and programmes across Parliament. The business area includes a range of teams including the Enterprise Portfolio Management Office (EPMO).

The EPMO is a bicameral team working across the House of Commons and House of Lords. It supports Parliament's Strategic Portfolio Board in overseeing £1.3bn capital investment and provides portfolio management and assurance across an exciting and complex range of projects and programmes across UK Parliament including the Portfolios of Strategic Estates (who maintain the iconic Palace of Westminster), Parliamentary Digital Service and the Strategic Portfolio.

The Role

The Head of Portfolio Governance and Assurance supports and safeguards Parliament's ambitious and challenging change agenda. This role provides an incredible opportunity to drive change and work in an historic and iconic organisation.

The role will lead the strategic management and oversight of Parliament's portfolio of programmes and projects, with specific responsibility for programme and project Governance and Assurance.

The post holder reports to the Director of the EPMO and will be a member of the Finance, Portfolio and Performance senior leadership team. The EPMO reports to the Strategic Portfolio Board for Parliament, chaired by the Director General of the House of Commons.

Key stakeholder relationships

This is a bicameral position so the post holder will need to build relationships with staff of both Houses and PDS at all levels.

- Director of EPMO (line manager)
- Other members of the EPMO team
- Director General of the House of Commons
- Finance Directors of both Houses
- Strategic Estates Portfolio Director, PMO and Project/Programme teams
- Parliamentary Digital Service Portfolio Director, PMO and Project/Programme teams
- Strategic and Business Change Programme teams
- Strategic Portfolio Board
- Senior Responsible Owners
- Governance, Strategy and Internal Audit teams of both Houses
- Parliamentary Project and Programme Community
- The Infrastructure and Projects Authority and Government networks
- Consultant Gateway Reviewers

Management responsibility

Direct line management of a team of 2 to 3 plus task management of wider PMO resources as required. The post holder will be expected to deputise for the Director, EPMO as required.

Key Responsibilities

- Leading, advising on, and continuously improving the governance framework for major projects and programmes in Parliament.
- Owning, embedding, and continuously improving Parliament's project and programme assurance in line with Government best practice.
- Providing direction and leadership to the EPMO Governance and Assurance function and team, with direct line management of 2 to 3 roles, plus task management of wider PMO resources as required.
- Management of the Setup for Success (Start Up) process for new programme and projects to ensure they are initiated in a robust way with appropriate governance and assurance arrangements.
- Providing effective and proportionate integrated programme and project assurance ensuring Integrated Assurance and Approvals Plans are in place for Parliament's 'Category A' programmes and projects.
- Providing leadership and direction to the team commissioning and co-ordinating assurance and Gateway reviews, tracking recommendations and management responses and the implementation of corporate responses/mitigations.
- Nominating and appointing Senior Responsible Owners (SROs) for Parliament's critical projects, ensuring senior leaders receive appropriate briefing, training, and support.

- Providing governance and assurance advice to SROs, project/programme boards and the wider project and programme community.
- Monitoring the quality and effectiveness of governance and assurance arrangements, making recommendations for their improvement.
- Monitoring performance, ensuring the Strategic Portfolio Board, management boards and other committees receive timely, meaningful information regarding governance, assurance, and thematic risk.
- Driving best-practice governance for major projects and programmes, embedding the recommendations of the Independent Review of Financial Management relating to project governance.
- Fulfilling regulatory and compliance requirements regarding the Parliamentary portfolio, including audit and annual assurance statement.
- Working with the Head of Project Delivery Centre of Excellence and Profession to champion, promote and share good practice.
- Deputising for the Director of EPMO as required.
- Other activities, commensurate with the role, to support the development of the EPMO Project and Programme Community and Corporate Services.

Person Specification

A person specification is a profile of the skills, knowledge and experience required of the post holder to do the job successfully. It provides a set of criteria against which all candidates can be measured objectively.

| | Qualifications |
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| 1 | N/A |
| | Experience, Skills and Knowledge |
| 2 | <ul style="list-style-type: none">• Experience of providing governance and integrated assurance advice, Risk Potential Assessments, Gateway Reviews and services for a large and diverse portfolio of projects and programmes.• Knowledge and experience of portfolio management and governance frameworks. |
| 3 | <ul style="list-style-type: none">• Strong interpersonal skills with the ability to establish positive working relationships and influence people at all levels within the organisation including a challenging customer base.• Track record of building a wide network of relationships across organisational boundaries to support collaborative working and achieve effective outcomes. |
| 4 | <ul style="list-style-type: none">• Proven ability to provide leadership, set strategic objectives, develop and motivate teams to deliver results across formal reporting lines.• Promotes a culture of diversity and inclusion and supports others in the delivery of their roles. |
| 5 | <ul style="list-style-type: none">• Ability to think strategically, anticipating and managing high-level risks and uncertainties.• Makes decisions or gives objective advice based on best available evidence and analysis. Considers the wider impacts of activities and decisions. |
| 6 | <ul style="list-style-type: none">• Highly developed written and verbal communication skills, with the ability to facilitate senior- level group discussions and experience developing Board papers and internal communication material.• Explains, and presents, complex issues so that they are easy to understand and ensures key project and programme issues are understood by stakeholders. |

ADDITIONAL INFORMATION

Application and Selection Process

As part of the recruitment process we may ask you to complete a test, presentation or other assessment. Details will be provided in advance if you are shortlisted for the role and invited to attend an interview.

At the interview, we will ask you a combination of competency questions and role specific questions solely based on Person Specification.

For more information on the application and selection process and the benefits available if you join the House Of Commons please refer our website.

Hybrid Working

Our mission is to support making parliament happen – this means being ready to carry out our essential functions to support colleagues deliver excellent services on the Parliamentary Estate and remotely. Currently, staff can have a hybrid working arrangement under the Hybrid Working Policy. The opportunity to have a hybrid working arrangement and the nature of any such arrangement, varies according to the requirements of each job role. There are some roles which can only be carried out from the Parliamentary Estate.

Flexible Working

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours. We would be happy to discuss further if this is something you would like to explore.

Security

Successful external candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or Security Check (SC) or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years. To undergo a SC, you must have normally resided in the UK for a minimum of 5 years.

[Click here](#) for further information.

Reasonable Adjustments

Parliament is committed to providing suitable workplace adjustments for colleagues so that they can be their best selves at work and ensuring that all colleagues are given the same opportunities.

If you require any additional support during the recruitment process, please contact the recruitment team on recruitment@parliament.uk to discuss how we can meet your needs. Examples of such support include additional time for tests or providing literature in

large print (where appropriate). For more information on how we can support you in the workplace please refer to our candidate pack.

Inclusion and Diversity Commitment

We want to build an environment where everyone feels welcome and able to be themselves. We want to reflect the diversity of our nation. And we want to attract more people from underrepresented groups.

That's why our focus is on better support and flexibility, accessibility and more inclusive ways of working. We're a disability confident employer, and we believe in equality for all. So, we provide everyone with the encouragement and opportunity to thrive – including you.

Our Values

We live our values – courageous, trusted, inclusive and collaborative – in everything we do, making sure that people across all teams, locations and roles are included.

By [delivering on our strategy](#) and living our values, everybody in the House Administration plays their part.

Our values are:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

For more information on our values please refer to the candidate pack.
