

Job title	Portfolio Partner		
Job family	Project Management	Band	F

Job purpose

The Portfolio Partner applies their extensive experience and engages at senior levels with both operational and project leadership. Providing high quality assurance, advice or support they shape the design and implementation of major change initiatives to help the business optimise outcomes from that activity.

The role may work with a set of specific programmes and divisions and/or lead on broader organisational improvement and capability development within the professional project community of practice or Project Management Office (PMO) functions.

Key responsibilities and accountabilities

Responsible to the Director of Portfolio and Programme Management, working closely with Sponsors, Programme Directors and Managers towards the effective and efficient delivery of transformational projects/programmes or initiatives. The Portfolio Partner may be responsible for development and oversight of core services in the corporate PMO.

Supporting strategic delivery

- Build effective relationships with at senior and executive level to facilitate:
 - the provision of timely, specialist advice and support to influence programme set up and success
 - wider portfolio management and organisational capability development
 - partnerships with other functions to streamline and simplify professional advice
- Help stakeholders diagnose strategic business and transformation-related problems, evaluate ideas and options, and facilitate agreement on solution approach.

Providing specialist assurance advice

- Shape the design and delivery of major projects¹ and change initiatives through timely, specialist assurance and advice, particularly in the key set-up and implementation phases in order to achieve agreed business outcomes.
- Act as an advocate of good practice and ‘critical friend’ to support sponsors and project leaders in developing benefits-led plans, anticipating and mitigating key risks, and ensuring effective decision-making and issue resolution.
- Ensure assurance and approval is fully integrated and planned; commission or deliver impartial programme reviews to provide stakeholders with confidence in their deliverability.
- Provide specialist outcome confidence assessment on an ongoing basis, in direct contact with the project, through executive reporting and as part of specified approval gates.
- Identify and aid the management of critical dependencies within the portfolio, and between the portfolio and other programmes and initiatives.

Developing capability and supporting success

- Be an ambassador for the project and change profession, and engage with the community of practice at all levels to support the BBC in building our project management capability.
- Develop, implement and continuously improve common project, programme and portfolio

¹ Major Project: strategic, contentious and/or high risk, typically with an investment value over £20m, impacts multiple divisions, and/or is a major contributor to BBC strategic objectives.

management standards (including the BBC Way, associated tools and documentation, project information systems, governance, business cases, benefits-led delivery planning, change management, risk management and project reporting).

- Facilitate the learning from previous project experience by identifying and communicating transferable lessons, helping to embed these lessons and encourage best practice.
- Seek to improve visibility and consistency in the definition and oversight for project activity and our people to support business improvement and efficacy of project management
- Support business leaders with coaching, sharing capabilities and offering development opportunities to be successful in sponsoring and leading change.

General

- Identify, support and lead the design and implementation of detailed plans and campaigns around specific topics to ensure continuous improvement and maturity in programme management.
- Provide input into timely, high quality, action-orientated executive management reports, including thought leadership on key insights and themes.
- Accountable for services within the corporate PMO and key relationships with divisions or other corporate functions. May take line (or dotted) responsibility in this regard.
- On occasion may be asked to provide direct delivery leadership at Director of Portfolio or Programme Manager level.
- May deputise for the Director of Portfolio and Programme Management as required.

Knowledge, skills, training and experience

Essential

- Significant experience of managing large scale, complex programmes and projects, across full lifecycle, with significant budgets and resources, releasing significant benefits.
- Specialist senior stakeholder management skills, able to shape and influence senior management decision making based on programme management and assurance best practice. Able to adapt style and deliver challenging messages.
- Recognised project/programme/change management qualifications e.g. MSP, PRINCE2 Practitioner or APMP/PQ/RPP, with demonstrable career development activities.
- Able to work well in challenging circumstances with competing priorities to fixed deadlines.
- Experience at strategic as well as tactical delivery of transformational change initiatives.
- Has in-depth knowledge of the principles and concepts that underpin change, programme and project management good practice standards, tools and techniques.
- Experience of leading project reviews, assurance or audit services on major projects.
- Able to assimilate, filter and summarise complex information, identify themes to develop insights and a forward view of risks.
- Flexibility, including the ability to adapt approaches to particular projects or to achieve specific outcomes, coupled with the ability to handle ambiguity.

Desirable

- Experience as a coach and/or mentor.
- Experience in consultancy, assurance, audit or quality management roles.
- Domain specialism (e.g. IT, digital, construction, HR etc.)

- Good understanding of the broadcasting/ media environment..

Job impact

Decision making

- Decisions have a pan-BBC impact as they affect investments and programmes across the BBC.
- Exercises substantial independent responsibility and is accountable for advice and clearance provided.
- Delegated authority from the Director of Portfolio and Programme Management for executive reporting (e.g. accuracy of forecasts on which decisions are based); project controls; and follow-up of agreed assurance actions from programme steering groups and boards.
- Third party relationships: responsible for procuring services and managing relationships with third party suppliers (e.g. for assurance or learning and development).

Other information

For Reward team use only

Job Code	
Definition:	Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.