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Summary

Job title	Portfolio Manager – Research
Division	University Administration Services
Department	IT Services
Location	Central Oxford
Grade and salary	Grade 10: £61,198 -£70,918 per annum with a discretionary range up to £77,476
Hours	Full-time or part-time (min 0.8 FTE)
Contract type	Fixed term contract – 6 months with possible extension
Reporting to	Director, Programme and Projects Delivery
Vacancy reference	168882
Additional information	Secondment Opportunity for internal candidates

The role

The post holder is responsible for the definition and delivery of a portfolio of programmes and projects funded from the University's IT Development Plan and Digital Transformation. The portfolio comprises a collection of major technology investment projects and programmes of work in support of the University's Research strategic aims and operational priorities. This include our digital services, infrastructure and capabilities enabling the pursuit of world-leading research (e.g. through high performance computing and the use of advanced technologies in research), supporting the research process (e.g. provision of trusted data environments and dissemination of research outputs), and securing the resources for research (e.g. systems for managing research funding).

The Portfolio Manager will oversee project and programme teams of varying sizes of up to 50-100 in total. Teams will comprise a mix of IT Services staff, third party suppliers, freelance contract staff and staff from operational teams. Budgets for existing portfolios are currently of the order of £5 – £15m per annum.

The post holder must guide projects and programmes through the complete life-cycle, including: evaluation of strategic objectives and shaping of portfolio and programme pipelines in conjunction with senior stakeholders, requirements specification, options analysis, evaluation and procurement of

software or infrastructure solutions, all phases of implementation, issue resolution and successful transition to on-going service support teams. They will need to possess outstanding leadership qualities, to provide direction for staff working within projects, manage significant supplier contracts and build credibility and trust of senior stakeholders.

They will represent the initiatives within their portfolio at relevant governance bodies and will be responsible for ensuring that projects and programmes within their portfolio deliver the objectives agreed with senior stakeholders.

They will have the skills and experience required to liaise with senior officers across all areas of the collegiate University and to drive technology-enabled change in a complex, devolved organisation structure.

As the University moves forward with the Digital Transformation, the Portfolio Manager for Research will work collaboratively with the Portfolio Lead for Research in Research Services, other key business stakeholders, the Digital Transformation team and IT Services staff to proactively contribute to the design and planning for incorporation of digital services into the Research digital portfolio. Overseen by the new Research Portfolio Committee and working closely with the Portfolio Lead for Research, the post holder will support an expected significant reshaping of the portfolio over the coming 12-18 months.

Responsibilities

Identifying and Defining the Portfolio

1. Working closely with the Portfolio Lead for Research in Research Services, engaging senior stakeholders, within IT Services and beyond, and building support for the objectives of the elements (projects and programmes) within the portfolio.

2. Planning and designing the portfolio elements, including the projects dossier[1], setting high level objectives, timelines and budgets, proactively monitoring overall progress, resolving escalated issues and initiating corrective action as appropriate.

3. Supporting the Digital Transformation change process through contribution to the design and planning for incorporation of digital services into the Research portfolio.

4. Championing architectural coherence across the portfolio, in accordance with University strategies and standards.

5. Managing the development of relevant road maps and blueprints for elements of the portfolio.

6. Ensuring the appropriate governance framework for the elements of the portfolio is set up and in accordance with operational standards and guidance.

7. Working with business change managers to define benefits management strategies where required, identifying and mapping benefits, and planning benefits realisation.

8. Preparing and presenting business cases as appropriate to secure funding and approval for the various phases, in close consultation with the Project and Programme Sponsors.

Portfolio Management

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[1] The projects making up the portfolio, whether separate or collected in programmes

9. Contributing to the development and delivery of the overall portfolio of programmes and projects under the IT Development Plan and Digital Transformation.

10. Reporting progress of the portfolio at regular intervals to the relevant governance bodies, including the Research Portfolio Committee.

11. Maintaining overall integrity and coherence of the portfolio elements, and developing and maintaining the environment to support projects (and programmes) within it.

12. Managing the projects dossier, continually reassessing priorities across the portfolio, avoiding duplication, seeking economies of scale, maximising value based benefits delivery, resolving resource conflicts, and reorganising accordingly. Supporting staff in taking projects and programmes within it from initiation to closure.

13. Working collaboratively with business change specialists to manage the relationship with key stakeholders. Managing stakeholder expectations to deliver the objectives that have been set and realise the agreed benefits.

14. Managing and resolving risks and issues when escalated from projects and programmes within the portfolio.

15. Monitoring the overall budget of the portfolio with project and programme managers and the finance team.

16. Being aware and reacting to external factors impacting on the portfolio, such as social, technical, market, and political/regulatory changes.

17. Provide leadership to the teams delivering the programmes and projects within the portfolio.

Business Consultancy

18. Working alongside stakeholders within the Research portfolio to recognise opportunities across a very broad front and recommend ways of exploiting these

19. Evaluating and presenting a range of options, (to enable the University to achieve its business objectives) in a manner that leaves senior managers feeling they have been able to make informed decisions.

20. Influencing senior management to make decisions across the portfolio so that the University maximises the benefits of its investment in technology

Team Management

21. Support the development of staff within the Programme and Projects in the portfolio, (i.e. project and programme managers, team leads, functional business analysts, developers, technical specialists), through coaching and constructive feedback.

Selection criteria

Essential selection criteria

1. Outstanding communication skills, both written and verbal, with the ability to interact with staff at all levels of the collegiate University, recognising the demands of an academic environment and the specific challenges that these present.

2. Ability to rapidly assimilate knowledge to enable fast and effective shaping and delivery of the portfolio. Ability to build credibility with staff across the research portfolio through robust grasp of operational context.

3. Experience of both the shaping and delivery of complex, large scale IT portfolio and programmes (with total budgets of c£10-15m for approved programmes & projects) delivering a range of applications, preferably within a higher dducation organisation.

4. Previous experience of leading large teams (of up to 100), including both operations and technical staff, and of working effectively as part of a wider, multi-disciplinary team.

5. Experience of working in a complex environment where there is a wide range of parallel and mutually dependent activities.

6. High level of skills and experience in project planning, estimating, risk management and issue management.

7. Demonstrable ability of financial management, in particular, substantial programme or project budget oversight, contract negotiation, and developing supplier relationships.

8. Proven ability to shape a range of diverse requirements into coherent and understandable change programmes which can be justified at a strategic level.

9. Detailed knowledge and experience of preparing business cases for funding.

10. Proven understanding industry standard portfolio, programme and project management methodologies, tools, and techniques such as PRINCE2, Managing Successful Programmes (MSP), and Management of Portfolios (MoP)

11. Proven ability to manage, plan and take responsibility for a range of tasks involving interaction with and the co-operation of business and IT people, including the agreement of technical solutions.

12. A high level of general education to at least degree level or equivalent.

Desirable selection criteria

1. Experience working within or supporting research-related activities in a higher education or similar context

2. Familiarity with IT service management methodologies, such as ITIL

3. Experience of formal Agile methodologies such as SCRUM, DSDM

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:
https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

IT SERVICES

The role of IT Services is to ensure that the University of Oxford has the robust, reliable, and high-performing IT facilities it requires to support the distinctive needs of those engaged in teaching, learning, research, administration and strategic planning.

IT Services, headed by the University's Chief Information Officer, has around 320 staff across 2 buildings, an annual revenue budget of £22m and an IT capital plan of £60M across three years. The department is divided into groups covering infrastructure services, projects and programmes, software development, and customer services. Our aim is to attract and retain a workforce that is diverse, skilled, creative, and committed. We encourage flexibility in how we work, and welcome part time and flexible working arrangements. As a department we encourage a culture where we respect each other, are accountable for what we do, where we collaborate, give and receive constructive feedback and challenge one another. IT Services is a place where we value and recognise both our own and the contributions of others. By doing so we want to create a great culture to work in and a place where we all feel we belong.

For more information please visit: http://www.it.ox.ac.uk/

University Administration and Services (UAS)

University Administration and Services (UAS) is the collective term for the professional services departments of the University. UAS comprises structures to:

- support the University's core academic purposes of teaching, learning and research;
- ensure the University can meet the requirements of government, funding bodies and other external agencies; and
- facilitate the attainment of the objectives set out in the University's Strategic Plan.

The offices of the UAS sections are spread across the city centre, with the main University Offices located in Wellington Square.

For more information please visit: http://www.admin.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly hr@it.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Oxford Research Staff Society (OxRSS)

A society run by and for Oxford University research staff. It offers researchers a range of social and professional networking opportunities. Membership is free, and all researchers employed by Oxford University are welcome to join. Subscribe at researchstaff-subscribe@maillist.ox.ac.uk to join the mailing list to find out about upcoming events and other information for researchers, or contact the committee on committee@oxrss.ox.ac.uk. For more information, see www.ox.ac.uk/oxrss, Twitter @ResStaffOxford, and Facebook www.facebook.com/oxrss.