


<div><div>COVENTRY</div><div>Building Society</div></div> <div></div>				<div>ROLE PROFILE</div>									
				Portfolio Lead									
Reports to:		Head of Portfolios											
Grade:		Senior Manager				Job Family:		Change					
Leadership Responsibility:		Direct Reports:		0		Indirect Reports:		50 - 150		Regulatory Information:		Not Applicable	
Location:		Binley, Coventry. Team-led hybrid working arrangements apply.						Working hours:		35			
Effective Date:		v3 08/05/2024						WD Job Code:		JC_0745			
ABOUT THE ROLE													
<p>As the leader of a portfolio of change delivery Teams you will serve as the visible leader for a group of change delivery teams/ trains to enable them to deliver long-term, sustainable value in a regulated environment. Your teams will be directly accountable to business owners and stakeholders for designing, operating, maintaining and enhancing the technology capabilities that power our business.</p> <p>You will own and lead on the delivery of the top-level portfolio roadmap and backlog, working with the Executive, Business Owners, Enterprise Architects and Service Delivery Managers that form the top level enablement team for your portfolio to deliver Coventry Building Society’s Strategic Plan.</p> <p>You will be accountable for the value, cost, risk and service delivered by your teams. You will have direct oversight of the Strategy &amp; Investment Funding for your portfolio of products, and delivering the services needed by the underlying value streams it enables.</p> <p>The Portfolio Lead plays a leadership role in operational excellence, helping the organization achieve its business goals by focusing on continually improving efficiency, practices, and results to optimize business performance.</p> <p>We use practices from frameworks such as SAFe, DevSecOps, Lean and ITIL to provide the structure and control to deliver ongoing value for the business, so familiarity and experience within the industry is very important. But most importantly we value ownership, people &amp; flexibility, so visionary, supportive, inclusive leadership and commitment to continually adapt and improve is essential.</p> <p>This is a leadership role as defined by the Coventry’s leadership capability framework. In the teams that you work in and/or manage you will create an inclusive environment where people feel safe to speak up, voice concerns and suggest ideas. You will seek input from others in order to test assumptions, challenge thinking and bring in new perspectives.</p>													
ABOUT YOU													
<div><div></div><div><ul style="list-style-type: none"><li>• An authentic ‘servant-leader’ who takes responsibility for ensuring the team’s success ahead of your own needs. You take a coaching approach and empower others to make decisions that lead to great outcomes.</li><li>• You are passionate about ensuring the business delivers a great customer service and experience. Seeking to understand how decisions impact the end user and asking question to gain insight into the customer perspective and experience.</li><li>• You create a culture of continuous improvement. You learn from mistakes and use the experience to change how you and the team respond to similar situations in the future.</li><li>• Intellectually curious; you encourage ideas and challenge.</li><li>• Highly self-aware and emotionally intelligent, you understand your impact on others and take time to understand all colleagues and help them to operate at their best.</li><li>• With great resilience you maintain focus on delivery of change and value with energy and enthusiasm and embrace situations positively.</li><li>• Comfortable with ambiguity, can handle the unexpected with flexibility.</li><li>• Excellent stakeholder management skills with the ability to influence business decisions and command credibility at senior managerial levels, building and managing complex relationships across the organisation.</li><li>• An excellent communicator able to communicate at all levels across the organisation to both technical and non-technical audiences in a clear, concise style of presentation in oral and written work.</li><li>• Evidence of strategic thinking with the ability to shape and lead a capability and distil multiple perspectives.</li></ul></div></div>													
REQUIREMENTS:													

- Experience of managing multiple delivery teams in a large Enterprise environment.
- Experience of managing teams accountable for full lifecycle build and ongoing service operation.
- Extensive experience of driving sustained behavioural change from individuals through to teams.
- Significant experience in managing multiple information systems projects.
- Well versed with Scaled Agile Framework's Portfolio Management methodology and experience of managing effective governance in the Scaled Agile Framework and/or other agile delivery.
- Experience in defining and maintaining a portfolio roadmap and product backlog to support the efficient and effective achievement of customer outcomes.
- Deep understanding of Agile and Lean mindset, frameworks and practice.
- Experience overseeing Enterprise and large budget IT initiatives, in a range of c£5m to £10m budget.
- Proven experience in financial management and governance across teams, utilising Lean Budgeting across multiple Value Streams.
- Proven ability in financial/analytical reasoning, including being able to contextualize financial data into business activities and conclusions.
- Strong ability to design and implement dashboards and analyse data and present it in a way that tells a story.
- Extensive experience in an agile / scrum environment with a demonstrated appreciation for large enterprise standards.
- Proficient knowledge of Agile, DevSecOps and IT Service Management lifecycle methodologies and standards.

YOUR KEY RESPONSIBILITIES. (Additional detailed performance objectives will be set by your manager)	
<b>General Profile</b>	<ul style="list-style-type: none"> <li>▪ Accountable for the risk, cost, value and service delivered by the products in your portfolio.</li> <li>▪ Responsible for working as part of a close, trusted team of senior leaders to deliver technology to the business.</li> <li>▪ Accountable for assisting business stakeholders with the decomposition of complex business requirements into epics and user stories that can be delivered by Agile teams.</li> <li>▪ Lead end to end execution and responsibility for all aspects of the portfolio Kanban, including definition, planning, execution &amp; implementation, ongoing support and operation, governance &amp; control, financial, resource and change management.</li> <li>▪ Oversee the Portfolio Level Ceremonies and adherence to relevant frameworks.</li> <li>▪ Guide your Senior Management Team through SAFe Portfolio Management, Lean Budgeting and IT Service Provision to develop and enhance the process for Portfolio operation.</li> <li>▪ Oversee the creation and review of key metrics, outcomes, and reporting for service provision and value delivery.</li> <li>▪ Assess and report the health of products with objectivity, accuracy, and transparency.</li> <li>▪ Provide financial analysis, including being able to contextualize financial data into business activities and conclusions.</li> <li>▪ Ensure that appropriate stakeholders are engaged in risk identification and mitigation</li> </ul>
<b>People &amp; Relationships</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>▪ Work closely with the Executive, Business Owners, Enterprise Architects, Service Managers, Lead Product Owners, Product Owners and the Release Train Engineers to ensure alignment to strategy with execution and organise solution development around the flow of value through multiple value streams.</li> <li>▪ Working with internal stakeholders and external partners. They will be responsible for liaising with and influencing both internal stakeholders, as well as stakeholders and provisioned resources from partner organisations.</li> <li>▪ Liaise with multiple stakeholders across the organisation to identify business priority and technical dependencies to have a strong knowledge of organisational activity leading to viable and valuable release and sprint plans</li> </ul>
<b>Governance, Risk &amp; Controls</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>▪ Ensure appropriate controls in place to mitigate, balance, control risks.</li> <li>▪ Help the team(s) to implement a consistency of approach and quality of output.</li> <li>▪ Have excellent knowledge of measuring value and value realisation across multiple teams.</li> <li>▪ Have knowledge of implementing and utilisation of the appropriate tools and approach to maximise development throughput.</li> </ul>

<b>Impact, Scale &amp; Influence</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>▪ Provide insight on how we can optimise the change portfolio to maximize the investment in our strategic change agenda.</li> <li>▪ Have excellent communication skills, working at all levels to articulate the information and impediments to stakeholders.</li> <li>▪ Strong negotiation and persuasion skills</li> <li>▪ Act as a trusted advisor, with proven experience in presenting ideas and solutions to stakeholders.</li> <li>▪ Extensive experience of driving behavioural change from individuals through to teams and the organisation in a sustainable way.</li> </ul>
<b>Decision Making / Problem Solving</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>▪ Actively shape and contribute to the wider sharing of best practice and learning across the Society.</li> <li>▪ Use metrics to prompt discussion and enable the team(s) to inspect and adapt, with the aim of improving the flow of work and delivery time.</li> </ul>
<b>Comparable Roles</b>	