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Portfolio & Programme Manager

Grade: AFC Band 8b

Closing Date: 25 April

How to Apply: Slide 10

Candidate Information Pack

Contents

[About Us](#)

[Welcome message](#)

[The Role](#)

[Key Responsibilities](#)

[The Person](#)

[Terms of Appointment](#)

[How to Apply / Selection](#)

[Process](#)

[Diversity & Inclusion](#)

[Our offer to you](#)

[Key Dates](#)



NHS Blood and Transplant (NHSBT) is a Special Health Authority dedicated to saving and improving lives. We are an essential part of the NHS providing a wide range of services making the most of absolutely every donation – from blood and organs to tissues and stem cells. Few organisations have the ability to reach so many, delivering the best possible service to patients, donors and the NHS. The range of our work providing diagnostic and therapeutic services, organ donation & transplantation, and blood supply, demands that our operations are world class, providing a safe, reliable and efficient supply across the UK by working seamlessly with an unparalleled range of stakeholders including government, volunteers, the health sector and academia.

We were formed in 2005 by bringing together the National Blood Service and UK Transplant. We are now one of the largest and most effective organisations of its type in the world.

We employ over 6,400 people across the UK, with a total revenue of over £485 million, delivering blood, and blood-based therapies across England; Diagnostic and Therapeutic services globally; and organ donation and supply services for the whole of the UK. As an organisation, equality of opportunity and appreciation of diversity in its many forms is central not only to our relationships with employees but also to our donors and the patients we serve. We are an organisation that is growing. In 2021 ministers lifted the ban on UK plasma for fractionation and NHSBT is now working to supply plasma to the UK, reducing its dependence on the US for critical plasma-derived medicines.

We stand for helping ordinary people do something extraordinary, saving and improving the lives of others with their valuable donations.

We are immensely proud that our activities support the incredible altruism and generosity of donors, bringing together communities across the country. As the requirements of patients across the UK continue to evolve, so must our response to donor recruitment. This includes a strategic push to increase the number of BAME donors to more closely match the requirements of the patients we serve.

To find out more, please click [here](#) to go to our website to view videos which explore the journey of donors.

Where we operate

28 blood and plasma donor centres and **50** mobile teams

12 regional organ donation teams

2 world-class tissue banks and **4** regional donation teams

8 regional Therapeutic Apheresis Service (TAS) units

6 specialist laboratories for cellular and molecular therapies

14 main centres with manufacturing, pathology, donation and other specialist facilities

What we deliver

Over **1.4m** units of red cells, **250,000** units of platelets and **200,000** plasma components for transfusion to **260** hospitals

4,000 life-saving organs to **29** UK Transplant Centres

Over **6,000** human tissue products and **2,000** corneas for transplant

10,000 procedures to around **2,000** patients and donors

Over **1,800** life-saving stem cell transplants



Welcome Message



Thank you for your interest in the Portfolio and Programme Manager role. It is an exciting role and you'll be arriving at a pivotal moment as we refine our approach to delivering transformational change across the wider organisation.

I joined NHSBT in 2022 and I am proud to have joined an organisation that is committed to its mission of saving and improving the lives of others.

You will be joining a friendly team in the Strategy and Transformation Directorate with the opportunity for the right candidate to help shape the way we deliver our programmes that are centred on saving and improving lives.

A key role within the Directorate will be this Programme and Portfolio Manager post where you will be responsible for ensuring that our transformational programmes and plans are mobilised in a way that ensures delivery of the critical services we provide.

You will have a vital role in working with senior leaders across the organisation to plan and deliver their transformation goals that underpin our strategy. This role will support a wide number of business areas and so provides a real opportunity for the right candidate to work across the length and breadth of our activities.

As a key member of the Strategy and Transformation Directorate, you will be responsible for supporting the design and delivery of the NHSBT strategic transformation plans.

As much as we are looking for someone with the right qualifications and experience, we are also looking for the right person. Someone who is as motivated by our mission as we are, and someone who can work with and get the best out of their colleagues and wider stakeholders.

If you think this is you, please do apply and let us know why you are the right person for this role.

Andrew Halliwell
Head of Portfolio and Delivery

The Role

As Portfolio and Programme Manager you will be responsible for ensuring the delivery of the NHSBT Change Programme. You will manage the interfaces and communications with the senior stakeholders, including the Senior Responsible Officer (SRO), the Business Change Lead, the Business Leads and Operations Leads.

You will be responsible for preparing and maintaining portfolio and programme plans and publishing these to the SRO and the Change Programme Board. You will manage a team of project management staff, setting and monitoring objectives and personal development plans, ensuring that the team is highly motivated, operating to the highest professional standards, and complying with all relevant internal and external standards, regulations and instructions, including Quality Assurance, GMP and building regulations.

You will develop and manage partnerships with external suppliers and participate in the development and improvement of the NHSBT Portfolio Programme and Project Management tools and methods.

You will be the recognised NHSBT expert in Portfolio & Programme management and will provide advice to the organisation on how external policy and guidance should be interpreted and applied.



Blood and Transplant



Key responsibilities

- Analysing the business need of potential programmes and projects to identify similarities and dependencies between them. Estimating the size and risk of potential programmes and projects and cost and using this information to make decisions regarding grouping of projects into programmes or the decoupling of elements of large work requirements into programmes;
- Building programme plans taking into account all available information and schedule work to maximise synergies and prevent conflicts;
- Analysing programme and portfolio risks, judging the severity of them and ensuring the optimum mitigation actions are put in place;
- Creating, developing and maintaining strategic plans for the programme, ensuring that they support business strategies and objectives in the short, medium and long term;
- Participating in the development and maintenance of the overall NHSBT change portfolio, to include the provision of information to inform portfolio development, prioritisation and reporting;
- Participating in the formulation of the broader NHSBT strategy and contribute to specific Directorate strategies;
- Engaging in the business planning process for short, medium and long term strategic planning and provide advice regarding appropriate processes and resourcing and scheduling;
- Producing, contributing to and/or quality assessing business cases for submission to the NHSBT Board, NHS Executive, Change Programme Board, DH and other government departments, ensuring they are complete, comprehensive and robust;
- Implementing and recommending improvement to NHSBT portfolio, programme and project management policies, standards, templates and procedures;
- Ensuring systems, policies and procedures are in place to satisfy the SRO, the NHSBT Board, the DH and other external audit agencies, and ensuring compliance to all relevant regulatory controls, assurance, governance and best practice;
- Communicating often highly complex, sometimes contentious, information relating to projects and programmes to small and large groups, up to Board level, in a clear, concise and easily understood manner;
- Directly line-managing staff and provide leadership to all staff across NHSBT in all matters related to programme management; and
- Establishing and managing the programme budget, together with developing business cases to secure funding for new projects and project and programme related activities.



The Person

Above all else, you will be expected to display the NHSBT values:

Caring – We care about our donors, their families, the patients we serve, and our people.

Expert – We are expert at meeting the needs of those who use and operate our service.

Quality – We provide quality products, services and experiences for donors, patients and colleagues.



You will also be able to demonstrate the following:

- Experienced in managing and improving services, projects and programmes, delivering on time and within budget in a complex environment;
- Leadership and management experience together with experience of reporting to Executive and Board level;
- Strong stakeholder management skills with the ability to influence, challenge and negotiate with stakeholders up to board level as well as external partners;
- The ability to collate, sift and critically evaluate highly complex business data, making judgements where expert opinions may differ or no precedent exists;
- The ability to communicate highly complex, technical issues to a lay audience in a clear and readily understandable manner;
- The ability to think strategically and challenge existing traditions, customs and practice together with proven ability to develop medium and long term organisation-wide strategies;
- Extensive experience of working with a variety of project methodologies (PMI/Prince 2), tools and standards of service delivery and vendor evaluation using formal programme and project management tools for the full life-cycle of large scale projects.
- Experience of creating business cases, capturing business requirements and business benefits management and realisation.
- Experience of managing multi-million pound projects and their associated budgets, together with experience of the application of Risk Assessment and Risk Management techniques;
- Educated to degree level or equivalent relevant experience;
- Practitioner Certificate in PRINCE 2;
- Practitioner or Advanced Practitioner certification for the OGC's 'Managing Successful Programmes.' With specialist knowledge of the OGC 'Successful Delivery Toolkit'; and
- Experience of championing diversity and inclusion and promoting actions to make improvements as well as experience of creating diverse and inclusive teams that are motivated and inspired to work together to achieve a common objective.

Terms of Appointment



Blood and Transplant

Salary	Band 8b £56,164 - £65,262 plus High Cost Area Supplement where applicable
Car/car allowance:	Lease car scheme available - subject to eligibility criteria
Pension:	NHS Pension Scheme
Holidays:	27-33 days (depending on service) plus 8 statutory holidays
Location:	National - hybrid working with travel

NHSBT promotes and supports the use of a range of flexible working patterns to enable employees to balance home and work responsibilities, and as a Disability Confident employer, we positively welcome applications from people with a disability or impairment. We are committed to making reasonable adjustments to ensure that they can participate fully in the recruitment and selection process so please specify these in your application.

We offer a guaranteed interview scheme for all disabled applicants who provide evidence of meeting the minimum essential requirements necessary for the post, as set out in this applicant pack.

How to Apply



Candidates should apply for this role through the NHS Jobs Website.

Click on the 'apply' button on NHS Jobs and follow the instructions to submit a CV and Supporting Statement (max. 750 words).

The closing date for applications is 23:59 25 April.

Twenty-Seven Consulting is acting as an advisor to NHSBT on this appointment. For further information about the role or the process, please contact Hello@twentysevenconsulting.co.uk.

GDPR personal data notice According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express Consent.

You will be asked to confirm consent in your application form, and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Selection Process

Applications will be reviewed by a panel who will look at the Qualifications, Skills and Experience provided in the submitted CVs and supporting statements. Please note, your application must provide evidence of the skills & experience, as outlined in 'The Person' section of this pack, to be progressed to the next stage.

First Stage Interview/assessment

Candidates successful at the review stage may be invited to attend a first stage interview/assessment.

Final Panel Interview

Interviews will be held remotely via video-link.

Diversity & Inclusion

We are passionate about creating an inclusive workplace that promotes and values diversity. We know through experience that different ideas, perspectives and backgrounds create a stronger and more creative work environment and help towards making NHSBT a great place to work for everyone. We welcome applications irrespective of people's age, disability, sex, gender identity and gender expression, race or ethnicity, religion or belief, sexual orientation, neuro-diversity or other personal circumstances. We are particularly keen to hear from those currently under-represented in the organisation. We are committed to policies and procedures that ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including the consideration of reasonable adjustments for people who have a disability. If you would like an informal conversation, please do get in touch with the recruiting manager as listed on the advert.



Our Equality Standards

NHSBT promotes and supports the use of a range of flexible working patterns to enable employees to balance home and work responsibilities, and as a Disability Confident employer, we positively welcome applications from people with a disability or impairment. We are committed to making reasonable adjustments to ensure that they can participate fully in the recruitment and selection process so please specify these in your application.

We offer a guaranteed interview scheme for all disabled applicants who provide evidence of meeting the minimum essential requirements necessary for the post, as set out in this applicant pack.

To support our Public Sector Equality Duty, we participate in external monitoring standards which hold us accountable for improving workforce diversity and equality. These are the Workforce Race Equality Standard and the Stonewall Workplace Equality Index.

Our organisational accreditations include: [Disability Confident Employer](#) [Stonewall Diversity Champion](#) [Mindful Employer](#)

Workforce Race Equality Standard

The NHS England 'Workforce Race Equality Standard' (WRES) requires all NHS organisations to measure, demonstrate and publish their annual race equality improvements for each of the WRES indicators.

Staff Networks

We have staff-run networks helping to promote an inclusive culture at NHS Blood and Transplant. Our Women's Network, LGBT+ Network, BAME Network and Disability and Health scheme use the skills and resources of colleagues to add value to our organisation. [Further information can be found here.](#)



Our Offer to you

NHSBT offers a range of great benefits, these are just some of the reasons why our people love working here.

Pay and starting salary

We offer competitive rates of pay and our reward and recognition systems operate in an equitable, fair, transparent and objective way.

Our pay scales include incremental progression (where your salary increases progressively through the salary steps within your grade). New employees normally start at the bottom of the appropriate grade, although the recruiting manager can recommend a higher starting salary by taking into account relevant skills and experience.

Pension

As soon as you start with us, you'll automatically become a member of the NHS Pension Scheme, if eligible. This is a defined benefit scheme and is not dependent on investment returns. Further details and an outline of the full benefits can be found [here](#). If you are not eligible to join the NHS Pension Scheme, we'll provide an alternative.

Annual leave

We appreciate there's more to your life than working, and we actively encourage our employees to make the most of their holiday allowances. We have a generous annual leave entitlement of 27 days per year, rising to 29 days after 5 years service and 33 days after completing 10 years service. In addition you will be entitled to 8 bank holidays per year. Leave is pro-rata for part-time workers.

If you've been employed by the NHS before joining NHS Blood and Transplant, your previous service is counted towards your higher leave entitlement.

Training and career development

Shine: Passport to Development is the umbrella term used for the learning and development strategy at NHS Blood and Transplant (NHSBT). It encompasses all the ways that NHSBT is supporting staff to 'shine' and excel in their job roles.

The Shine: Passport to Development is open to all employees at every level regardless of job title. We have experts located across the country to help you with your developmental needs either individually or for your team.

Work/life balance

We are committed to creating a working environment where you can successfully balance your working and home lives. We understand that traditional work patterns don't suit everybody and that an individual's needs vary greatly over the course of a career.

We aim to be as flexible as possible, considering options that include variable hours and part-time working. We also provide assistance with childcare vouchers and carer support.

There's support and advice available to you regarding health and wellbeing, including flu vaccinations, physiotherapy sessions, occupational health support and reasonable adjustments where required. You can also use our Employee Assistance Programme, which provides 24 hour confidential and independent information and emotional support.

For further information on our benefits package please visit our careers website: <https://www.nhsbt.nhs.uk/careers/your-benefits/>

Key Dates



Blood and Transplant

Closing Date	25 April
Shortlist	w/c 1 May
Panel interview	w/c 9 May

Please note that these dates are only indicative at this stage and could be subject to change. Please let us know in your application letter if you are unable to meet these timeframes.