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Head of Central Portfolio Management Office

Grade: AFC Band 8b

Closing Date: 10 May

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Candidate Information Pack

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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 ethnic minority 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 Head of Central Portfolio Management Office role. This is an exciting opportunity and you will be joining at a crucial time as we embark on our journey to deliver the transformation and innovation ambitions of the new NHSBT strategy. I jumped at the chance of joining NHSBT at last year to create a new team that is instrumental in supporting the strategic choices, planning and delivery of our new Strategy.

At NHSBT we stand for hope. We stand for life. We stand for helping people do something extraordinary, saving and improving the lives of others. As an essential part of the NHS we take pride in playing our part to make the most of absolutely every donation – from blood and organs to tissues and stem cells. Every day we bring our values of caring, expert and quality to our roles. When we break new scientific ground, when we connect with donors and families, when we help to save a life – it's because of each and every one of us. The donors who make our work possible do so selflessly, giving life and changing lives for the better. It is because of them, and the people who need their lifesaving and life-enhancing donations, that we strive to be the best in all we do.

The Head of Central Portfolio Management Office is a key leadership role that manages and controls governance activities to enable effective management and decision-making across the portfolio.

You will be part of a wider Strategy and Transformation directorate responsible for supporting the design and delivery of the NHSBT's strategic transformation plans. Here you will have an important role helping us create a thriving project, programme and portfolio management community across the NHSBT.

Its unusual to find an organisation with such passion and commitment from its people coupled with the opportunity to deliver something truly meaningful. If you thrive on a varied workload and building synergies to create effective and holistic solutions with tangible outcomes that make a difference, this is the challenge for you.

Simi Randhawa
Assistant Director, Transformation Portfolio Management

Strategy & Transformation at NHSBT

We are year on from the launch of our first comprehensive NHSBT wide strategy. The Strategy provides the opportunity to bring the organisation together to work, driving a change in culture from working in 'silos' to one where we work in partnership with the NHS, communities, donors and patients to deliver improved experiences for donors and better clinical outcomes for patients. The Strategy binds together refreshed service strategies covering areas like Blood Services, Organ Donation and Transfusion and Cellular, Apheresis and Gene Therapies.

If you're wondering why this might be a good next step in your career in health and social care, here are some of the reasons why we would like you to join us:

- The organisation is unique in the NHS because of the breadth of our work, we support our focus on healthcare by being leaders in consumer marketing and complex supply chain management
- We are at the forefront of innovation in cellular and gene therapies as well as specialist diagnostic services.
- We are a truly national organisation enabling you to get a perspective across the whole of the UK's healthcare systems.
- We work closely with international counterparts, providing opportunities to build a world-leading strategy and knowledge of international healthcare.
- We recognise the importance of investing in digital, data and technology capabilities to drive transformation.

The Strategy and Transformation directorate teams fulfil a new function for NHSBT's Chief Executive Officer, Executive Team and Board. We provide support to the development of service and functional strategies, monitor progress and help build strategic capability, as well as taking on new strategic projects which benefit the whole organisation

Programmes of transformation and portfolio and project management oversight are wide-ranging and can include process improvements, establishing new services, major multi-year procurements, digital, technology and data change.

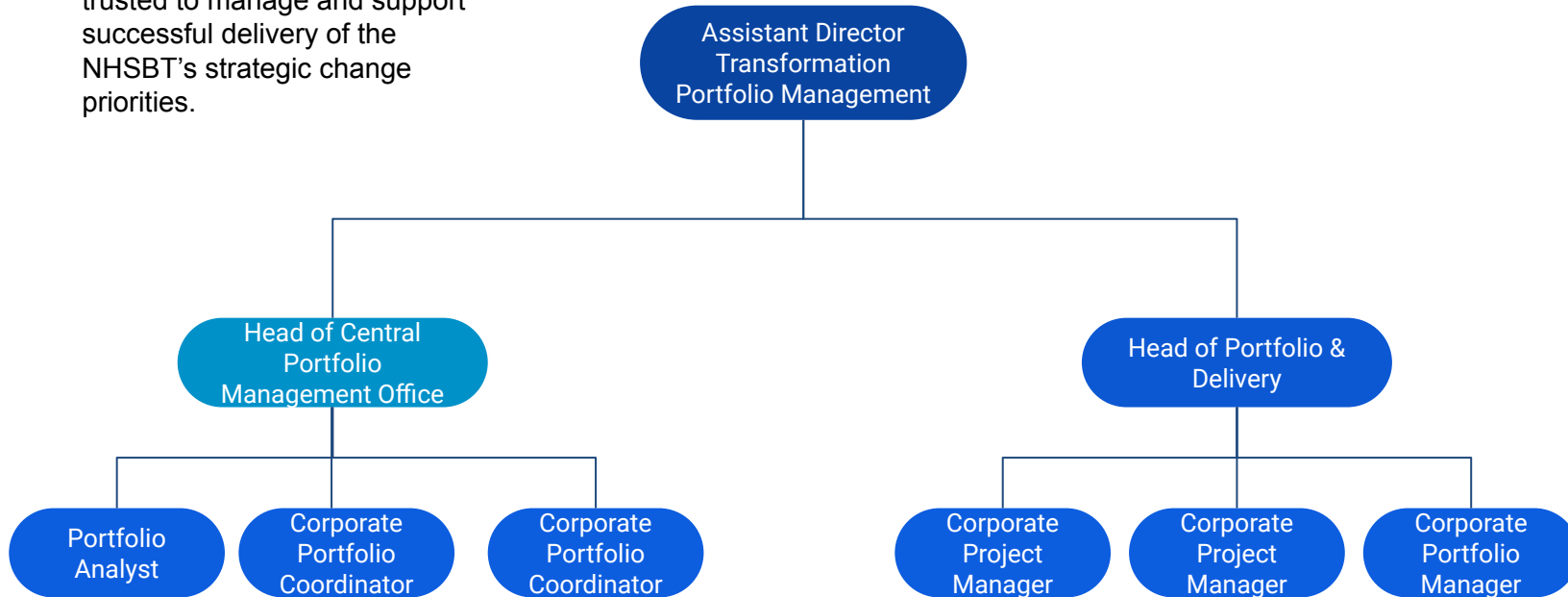
The Central Portfolio Management Team, led by the Assistant Director, Transformation Portfolio Management and Head of Profession, is a critical function for NHSBT and the Strategy and Transformation directorate. The Central Portfolio Team's purpose is to

- facilitate and oversee the successful delivery of the portfolio through driving a strategically aligned portfolio build,
- set & implement best practice for project and programme management (PPM),
- provide assurance on high-risk programmes,
- report progress to the Executive and Board,
- manage portfolio level risks, dependencies and scheduling, and
- develop and support a vibrant PPM community within NHSBT.

Please visit our website at <http://www.nhsbt.nhs.uk/> for more information.

Central Portfolio Management Team structure

Our Vision: To be the team trusted to manage and support successful delivery of the NHSBT's strategic change priorities.



The Central Portfolio's Team Purpose is to facilitate the successful delivery of the portfolio by:

- Driving a strategically aligned portfolio build
- Setting and implementing best practice for PPPM
- Assuring and overseeing coordination of high-risk programmes
- Reporting progress to the Executive team and Board
- Coordinating shared dependencies and resourcing
- Developing and supporting a vibrant PPPM profession and community

Note: The Central Portfolio Team's two Corporate Project Managers and Portfolio Manager provide PPM support to the People, Finance, and Quality Assurance directorates, which do not have their own PPM teams.

The Role

The Head of Central Portfolio Management Office is a key leadership role that manages and controls governance activities to enable effective management and decision-making across the portfolio.

You will be responsible for ensuring timely, consistent and accurate data collection, analysis and reporting on programme and project progress and delivery confidence. You will take a lead role in coordinating and aligning the organisation's investment portfolio build and content with overarching corporate strategy and strategic planning. You will provide effective advice, guidance, review, oversight and challenge in respect of portfolio governance to project and programme managers across the organisation. To create and manage the tools and processes required to do this, you will have experience in major programmes/projects and be able to apply best practice programme and project methodology. You will also manage the governance framework, ensuring it follows best practice, allowing NHSBT to share information, make decisions and accurately document the large variety of projects and programmes.

With experience of developing and implementing frameworks and governance structures, you will be a confident communicator and influencer who can work with distributed teams across the organisation. Your relationship with these teams will be essential for you to produce the high quality information that will enable the Portfolio Oversight Group, made up of senior leaders from each Directorate, to make effective decisions at the corporate level, as well as to produce the monthly report on portfolio progress that is delivered to the Executive and the Board.



Blood and Transplant



Key responsibilities

- Working with directorate stakeholders and the strategy, finance, risk and performance management teams to ensure coordination and alignment of the investment portfolio with NHSBT corporate strategy, as part of the annual portfolio build planning cycle;
- Developing guidelines and masterclasses on Business Case preparation in line with Green Book best practice;
- Working with stakeholders to agree governance and reporting structures and ensuring key stakeholders are embedded in the governance structure;
- Leading on quality assurance reviews;
- Supporting the creation of a thriving PPPM community, working with a network of Head of Portfolios;
- Leading a small team of portfolio co-ordinators and a portfolio analyst;
- Keeping the governance structure under review, bringing in different stakeholders during the project lifecycle and delivering masterclasses on governance best practice for the wider project community;
- Setting up and facilitating monthly Portfolio Oversight Group meetings, ensuring all relevant stakeholders are represented;
- Driving appropriate use of boards and building governance into the project cycle;
- Developing and managing the collection and supply of portfolio level data and insight from investment portfolio programme and project activity across each directorate;
- Analysing and challenging data in reports and presenting reports at relevant boards;
- Ensuring project governance and best practice in line with P3 Methodology is followed for all decision-making;
- Conducting governance audits and working with senior stakeholders to ensure decisions are understood and owned, both inside and outside the project;
- Ensuring risks and issues are an integral part of the governance cycle and boards;
- Designing portfolio level change control process, agreeing tolerance and escalation points;
- Overseeing compliance with the change request process, escalating non-compliance;
- Managing and developing the Central Portfolio coordination team of two Portfolio Coordinators, creating a culture of continuous professional development. as well as with any capability, performance and sickness absence management; and
- Promoting diversity and equality of opportunity within NHSBT and in PPPM practice.



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:

- A track record of working on programme and project delivery governance frameworks;
- In-depth understanding of Project Delivery frameworks, requirements management, project planning, risk and issue management, dependency management, benefits management, scope management and change control;
- Detailed understanding of project methodologies and the difference between waterfall and agile and the criteria for selecting right methodology;
- Knowledge and experience of applying of structured problem-solving techniques;
- The ability to effectively engage stakeholders;
- Experience of drafting options papers and high quality presentations for discussion and decision making with senior stakeholders;
- The ability to work with others – building and maintaining relationships working in teams and networks;
- 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; and
- Educated to degree level or equivalent experience in a relevant area.

Terms of Appointment



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Salary	Band 8b £56,164 to £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:	Flexible

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 10 May.

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, Ethnic Minority Networks 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

We'll be committed to your training and development from day one. When you join, your manager will welcome you and discuss your future needs & the opportunities available to you.

Hybrid working

Strategy and Transformation directorate teams follow a hybrid way of working, where employees can work remotely or from the office with National travel when required.

Other

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

Informal Q&A

We will be facilitating informal Q&A sessions with Simi Randhawa. The sessions will take place during the advertising period. The dates are to be confirmed.

The purpose of these open group sessions is to briefly describe the role and answer any applicant questions. Please note that there is no requirement to attend. If you would like to attend this optional sessions, please contact Lucy.Flint@twentysevenconsulting.co.uk to register.

Closing Date	10 May
Shortlist	16 May
Panel interview	w/c 22 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.