

Job Description

Programme Manager



Role Profile	LG04 – Grade 13
Service/Team	Programmes & Project Management (PPM)
Reports to	Head of Programmes and Project Management
Responsible for	Senior Project Manager/Project Manager /Project Officers
Number of posts	1
Position number	101363
Career Grade	BCP Band N

My job improves the quality of life for the people of Bournemouth, Christchurch and Poole by ... overseeing the execution and delivery of multiple interrelated projects within a programme portfolio to reflect strategic and operational aims of the organisation.

Job Overview

- Designs, plans and leads strategic and operational programmes of work to meet Directorate and organisational objectives. Manages teams engaged in diverse or complex work, ensuring that they are delivered in accordance with time, quality, and cost requirements and continued drive to meet the project framework protocols and industry standard best practice - such as project management methodology, continuous improvement thinking and the principles of change management. Provides consultative, problem solving and analytical skills to identify project initiatives and establish programmes of work.
- You'll be a role model, providing leadership and direction to team members; with a focus on collaboration across the organisation to achieve strategic and objective aims. Ensures a collaborative and high performing work environment, through the provision of strong leadership, providing guidance and driving quality and delivery through ensuring clarity of objectives, roles and responsibilities.

Key Responsibilities

- Define and deliver complex programmes and projects, partnering with senior leaders and stakeholders to understand strategies and define the needs, outcomes, and overall programme aims, and design the schemes of work to be delivered
- Plan and deliver large-scale programmes of change, typically involving a number of projects or workstreams, to ensure that large schemes of work are delivered as required. This includes setting programme milestones and identifying and managing all risks and issues in line with the agreed Council strategy and objectives
- Lead and engage project teams through matrix management, made up of council employees, external contractors and consultants, to deliver to programme milestones on time and to the required standard
- Lead project and programme reviews in order to identify, assess and take action to mitigate risks and dependencies in a timely manner, escalating where necessary to ensure project and programme success

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Establish and maintain the programme and project management framework associated with the programme of work (and its related projects), produce and present reports to the Programme Board at agreed intervals, to ensure programme outcomes are realised within the appropriate timeframe and that the decision-making is transparent
- Maintain strategic focus to ensure the ongoing optimisation of the PPM Centre of Expertise to meet the needs of the organisation
- Ensure operational effectiveness of the team through effective resource and capability planning to meet demand and needs of the organisation

Specific Qualifications and Experience

- Educated to degree level (or equivalent experience)
- Programme Management qualification or equivalent practical experience
- Able to build relationships and rapport quickly to partner with a business area

Personal Qualities & Attributes

- Management experience in managing change or construct/refurb programme delivery
- Ability to adapt quickly to new challenges and opportunities
- Strong leadership, communication and interpersonal skills, with the ability to influence and motivate cross-functional teams
- Able to translate and present complex strategies and programmes of work clearly and articulately to ensure understanding and engagement at all levels to support positive delivery

Job Requirements

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car