What does a Programme Manager do?

- Lead Portfolios of Projects, working across boundaries and integrating with the wider organisational teams, programmes and functions. Provide project leadership, role model and provide regular constructive feedback to project teams.
- Day to day management of the Programme, and agent on behalf of the Senior Responsible Owner (SRO) to ensure the successful delivery of new capabilities and outcomes of Projects.
- Planning and design the programme and proactively monitor its overall progress.
- Develop and implement the programme governance framework in line with best company, industry and sector practices.
- Effective coordination of projects and their interdependencies, ensuring projects deliver programme requirements.
- Manage and resolve RAIDO (Risks, Assumptions, Issues, Dependencies and Opportunities) across the project portfolio to maintain the overall integrity and coherence of the programme. Engage and influence business leaders to develop effective project risk management and improvement plans for critical projects.
- Manage the Programme Plans, Budgets, Finance, Resources, Contracts and People.
- Report progress in line with the wider corporate programme requirements.
- Develop, support and promote a strong results-driven and delivery-focused project delivery approach ensuring the cost-effective, high quality, on-time delivery of projects.
- Ensuring the underpinning frameworks, systems, processes and procedures are in place for the programme to enable delivery, and aligned to the strategic approach and operating model.
- Identify dependencies within the programme and across business in support of the strategic and business 5 year plan and associated programmes, to allow the co-ordination and optimisation of the project portfolio of programmes into the wider business portfolio of programmes.
- Managing stakeholder relationships, helping negotiating solutions to complex problems. Build strong working relationships and manage expectations of all stakeholders.
- Experience of developing and managing programme progress and performance reporting, presenting information clearly and concisely.
- Accountable for managing and governing the agreed project management methodology and risk management process to identify and mitigate commercial and operational risks.
- Lead, direct and sponsor agreed change management methodology and approach.
- Support effective health check and quality management review process and supporting tool set. Drive reviews and understanding of lessons learnt outputs and feedback to drive continuous improvement. Ensure regular review of performance and corrective action plans are implemented for critical projects. Lead and direct a health and safety culture. Proactively drive improvements in all aspects of the performance, quality, health and safety, security and environmental.
- Work with Suppliers and other Directorates to ensure that the programme/project delivers best value on a whole life basis, and maximises benefits to wider business, customers and end users, both during delivery, and following completion into support and closure.
- Leadership of selected portfolio, programmes and projects. Intervene in projects as required to ensure benefit realisation.
- Lead and direct the development of the project management community and the people management strategy to deliver business benefits through: skills assessment, training programmes, processes and toolsets.
- Coach and mentor team members to higher levels of success.

What does a Senior Programme Manager do?

- Be responsible for a part of the Project Management department and development of the team.
- Work closely with Client Services to support new business and account development plans.
- Create robust project plans and budgets, and ensure the company is continually evolving their working practices and encouraging a culture of learning and self-development.

- Lead the strategic direction and capability of the delivery of projects and programmes, as set out and agreed with the client.
- Support the definition and execution of the function's strategy to meet the needs of customers and stakeholders in delivering change.
- Provide direction and leadership to a team of project professionals (direct line management and matrix teams) and provide consultative engagements across the various business units and stakeholders to assure achievement of business goals and objectives related to project, programme and/or change management.
- Strong management and leadership capability to realise the function and business objectives associated with being the investment, employer and the customer's partner of choice.
- Possess excellent interpersonal skills, and have a strong track record of delivering effective organisational change management and business improvement.

What personal skills will you need?

- Significant experience of working in a structured sector programme/project management environment, with an appropriate experience / business and technical qualifications relevant to the role and business area.
- Ability to prioritise in order to meet tight deadlines and work in high pressure environments.
- Able to engage effectively with stakeholder and staff at all levels.
- Demonstrable ability to lead a team to deliver complex programme/projects.
- A number of years experience managing major programme/projects with a high risk profile or significant complexity.
- Ability to understand the context and implications of technical plans and scheme delivery activities to a sufficient level to enable effective decisions to be taken.
- Strong Commercial skills with ability to negotiate and manage contracts for programme/ projects dependent on external procurement /contracts to deliver outcomes.
- Proven change management ability to deliver successful outcomes for internal change programme/projects.
- Experience of leading a development, integration/test, support and service delivery function in a major organisation or programme.
- Experience of working in a matrix management environment, reporting to multiple sponsors.
- Experience of supporting greater organisational maturity in programme and project management.
- Experience of working in a large and geographically dispersed organisation.

What qualifications will you need?

- Degree qualified, preferably in a Science, Technology, Engineering or Mathematic (STEM) subject or equivalent experience.
- Chartered with relevant membership of professional body.