

## Job Description

<b>Job title</b>	Programme Manager
<b>Reports to</b>	Head of Delivery
<b>Responsible for</b>	<i>Management of project managers (in time)</i>

### Job purpose

The Programme Manager is responsible for all aspects of programme and project structure, including the successful design, management, resourcing and co-ordination of all delivery projects and for the management of their inter-dependencies, including oversight of change controls, risks and issues arising. This role is also responsible for the co-ordination of the new capability for the business to enable effective delivery of solutions, customer change management and realisation of projected benefits.

### Duties and responsibilities

- **Operational responsibilities**
  - In conjunction with Head of Delivery and Leadership Team, to design the programme, including roles and responsibilities, plan, schedule and proactively monitor its progress, resolving issues, managing recovery, programme change control and initiating appropriate corrective action
  - Responsible for the overall integrity and coherence of the programme, defining programme governance arrangements, developing programme and project delivery manuals, (incorporating best practice delivery in line with ISO accreditation) ensuring development and maintenance of the programme environment to support each individual project within it, running an effective programme management office
  - To lead and manage key event scheduling and management - driving delivery – inputs, outputs, milestones
  - Ensure effective quality assurance in the the delivery of new products or services from projects focusing inwardly on the internal consistency of the programme, in accordance with the programme plan and programme governance arrangements and outwardly on its coherence with infrastructure planning, interfaces with other programmes and corporate, technical and specialist standards
  - Responsible for overall programme KPI management, including time, quality, demand and resource and cost - budget, monitoring expenditure and capital costs accordingly
  - To support the facilitation of the appointment of individuals to project teams
  - To work closely with the Funding, Grants & IP Manager to ensure adherence and compliance in procurement and tender returns
  - To effectively allocate resources and skills within the programme projects , in close co-ordination with supply chain – support and contribution to supplier performance management
  - To manage and project stakeholders , including third party contributions to the programme
  - To manage both the dependencies and the interfaces between projects
  - To manage risks to the programme's successful outcomes through ensuring solid risk assesment, contingency planning and management of product and tools
  - To run and manage lessons learned reviews to ensure continuous improvement in projects and programme management

- **Peer group /cross team liaison**
  - Create and maintain focus, delivery, enthusiasm and momentum of all projects within the programme
  - Maintain a good working relationship with colleagues and peers, reflecting Bennamann values
- **Reporting and communication**
  - To plan, lead and manage regular and timely programme commercial reporting and key event scheduling reports as appropriate across the business
  - To support CROI reporting
  - Effectively report and communicate to all stakeholders and directors
  - To report the progress of the programme at regular intervals to the Head of Delivery
  - To initiate or recommend extra activities and other management interventions wherever gaps in the programme are identified or issues arise
- **Management of team**
  - Effective communication with the project managers to enable their management of projects in line with the programme and to maintain strong working relationships across all teams
  - Effective leadership, development and management of team from recruitment to performance management, development and progression
  - To motivate and encourage team members at all times and deal with both excellent and poor performance appropriately
  - To support regular team briefings to keep everyone informed on strategy progress, performance and communicate important information
  - Support in identifying training requirements that will improve the skills level of team
  - Conscientious and caring manager, adhering to all people process including induction, probation and performance reviews
- **Team**
  - To work closely with the QA Manager and H&S Manager to ensure adherence at all times
  - To work closely with the Funding, Grants and IP Manager to ensure adherence and compliance on monitoring, reporting and procurement for grant funded projects
- **H&S**
  - Responsible for own H&S and that of direct reports, adhering to company guidelines be this in an office / workshop setting, on site, in a vehicle and/or any other reasonable context
  - Highlight any H&S risks to management
  - Ensure you have any and all reasonable PPE and highlight any deficiencies to management who will address as required

## Person Specification

ATTRIBUTES	ESSENTIAL (must have these skills or experience)	DESIRABLE (...but prepared to train or develop in these areas)
<b>Relevant Experience</b> Work and non-related work experience relevant to the job and organisation	<b>Technical/Operational</b> Proven knowledge of techniques for designing, planning, monitoring and controlling programmes  Proven knowledge of programme and project management methods  <b>Business Acumen</b> Sound business development and approvals skills	

	<p>Good understanding of the procurement process including negotiation with third parties</p> <p>Strong knowledge of budgeting and resource allocation procedures</p> <p><b>Leadership &amp; Management</b> Effective leadership, interpersonal and communication skills</p> <p>The ability to command respect and to create a sense of community amongst the members of the project teams</p> <p>Sufficient seniority and credibility to advise project teams on their projects in relation to the programme</p>	
<p><b>Education/ Training</b> Specific qualifications and or training</p>	<p>MSP, APM, MRICS or Prince 2 or similar qualification</p>	<p>CIOB</p>
<p><b>Qualities, knowledge &amp; skills</b> Personal skills, qualities, behaviour, most of these will be essential as many of these cannot be trained</p>	<p>An empathy and affinity with the Bennamann company values:</p> <ul style="list-style-type: none"> <li>- Safe and Reliable</li> <li>- Value customers, value the environment, value team</li> <li>- Profit with integrity</li> <li>- Revolutionarily creative</li> <li>- Passionate, with a can-do attitude</li> </ul> <p>Excellent organisation and planning skills. Strong ability to find ways of solving or pre-empting problems</p> <p>Effective communication skills, across all methods of communication and with all levels of roles internally and externally.</p> <p>Deadline driven with attention to detail</p>	
<p><b>Additional factors</b> Working conditions/hours, ability to drive, any special working conditions (e.g. gas handling)</p>		

To apply please send cv and cover email to: [people@bennamann.com](mailto:people@bennamann.com)