

Programme Manager Job Description

Responsible for managing the business analysis, project management, and software development staff within the programme team. Leading on major high risk and complex projects or programmes, and accountable for the planning, structuring and execution of such projects.

Personal Spec

A minimum of 8 years experience within Project / Programme management using leading methodologies and processes

Experience of managing multiple parties including Senior Project Managers and 3rd party vendors on high profile and technologically innovative enterprise solutions

Prince 2 level training or equivalent

Knowledge of MS Project, understanding of budget control and resource allocation procedures

Ability to manage large teams across multiple sites and create a sense of teamwork by pulling together the different members of the programme teams who may be unrelated and dissimilar

Duties & Responsibilities

Manage budget on behalf of the programme director; Monitor expenditure and costs against deliverables and realised benefits as programme develops

Plan and monitor the programmes overall progress; Resolve any issues and instigate corrective action as appropriate (Issues management and analysis)

Manage and develop staff within the programme team

Ensure the delivery of new products and/or services from the projects is to the appropriate level of quality, on time and within budget, according to the programme plan

Take responsibility for the quality assurance and overall integrity of the programme

Risk assessment of programme and subsequent management to ensure successful completion

Manage 3rd party contributions to the programme as appropriate

Manage dependencies and interfaces between projects

Communicate to relevant stakeholders

At regular intervals report progress to the programme director