

Job Description

A Post Details	
Job Title: Programme Manager	Grade: C001
Department: People & Culture	Division: A
Reports to: Director of P&C	Contract Type: Temporary
Level of Vetting: Management Vetting	Numbers in Post: 1
B Purpose of the Post	
<p>Overall responsibility for programme management delivery of the People and Culture (P&C) transformation projects including the budget, outcomes/benefits realisation, resources, development of the programme and management of risk and issues. The ultimate aim of our people programmes is to develop an open and transparent culture, where our people feel well led, well equipped, well cared for, listened to and included.</p> <p>The post-holder is responsible for providing programme oversight and managing the related change impacts and working closely with subject matter experts (SME) and senior stakeholders.</p>	
C Dimensions of the Post	
<p>Manage the programme deliverables on behalf of the Senior Risk Owner (SRO) monitoring the progress of projects, associated costs and delivery against benefits.</p> <p>The post-holder will be responsible for regularly capturing on-going benefits realised from projects and ensure that benefits are tracked as efficiencies and/or savings are delivered as well as ensuring projects are progressing.</p> <p>Staff Responsibilities – Direct or Non-Direct</p> <p>Direct reports – all dedicated Project Managers</p> <p>Non-direct reports – all temporary resources required for successful programme delivery.</p>	
D Principal Accountabilities	
<p>Champion and implement effective programme delivery, supporting the BTP vision and strategic plan:</p> <ul style="list-style-type: none"> • Manage communication and engagement with programme stakeholders, developing and maintaining strategic relationships and working in partnership to resolve problems to benefit operational policing and the BTP • Provide overall direction and leadership for the programme and project delivery teams in scope of the role • Build and sustain capacity and capability within the programme and project teams to deliver the programme • Manage programme team resources, ensuring they are tasked effectively to deliver programme outcomes • Ensure delivery of programme and project outcomes and benefits • Lead the programme, including set-up, management, and delivery, ensuring that the programme delivers and meets all mandated processes, standards and reporting requirements • Co-ordinate projects and their interdependencies • Identify, manage and resolve risks, track and manage costs and benefits, provide reports as required, and ensure all outputs meet professional standards set by the portfolio office 	

- Describe the purpose and intended outcomes of the programme to a wide variety of stakeholders ensuring that key messages are understood and recognised
- Own the programme business case
- Monitor programme cost and financial requirements and ensure compliance with schemes of delegation
- Develop solutions as necessary to ensure programme outcomes and benefits are delivered. This may range from workshops, meetings, and the production of key artefacts
- Manage dependencies to and from and to the programme

F Contact with Others

Internal

- Directly report to the programme SRO, Director of People & Culture.
- Provide strategic level advice in relation to continuous improvement, change management and programme methodologies.
- Present programme proposals to senior stakeholders within BTP and externally as required
- Extensive inter-departmental communication with Chief Officers, Heads of Departments, and officers and staff force wide.
- Influence and negotiate with stakeholders to align projects with the organisation's strategic aims.

External

- External consultants, specialist software teams, Government agencies, and public bodies

Qualifications and Training:

- Educated to degree level or equivalent experience
- Managing Successful Programme /PRINCE2 or relevant PPM management experience

Experience:

- Proven experience of leadership and delivery of large and complex projects that significantly contribute to strategic objectives.
- Experience of working in a large organisation and excellent inter-personal skills.
- Experience of working on all stages of the programme development lifecycle, with the ability to facilitate, create and oversee large complex plans, including the delivery of large scale multi-disciplined projects.
- Experience of maintaining effective systems in support of forecasting, resource management, quality and financial control.
- Managing large programmes in Government or Public bodies.

Skills:

- Ability to deliver programmes using recognised methods and processes.
- Ability to manage multiple parties including, internal and third party vendors, on high profile programmes.
- Ability to manage programme and project teams across multiple locations.
- Ability to apply budgetary control and resource allocation processes.
- Ability to create a sense of community amongst the disparate members of the Programme teams.
- Excellent written and verbal communication skills.
- Outstanding communications skills for internal and external audiences.

- Excellent relationship building skills with a good understanding of different cultures and how to work with them to deliver results.
- Ability to use analytical techniques in the decision-making process.
- Ability to persuade and influence others to change behaviour patterns to promote the use of project management disciplines.
- Ability to work unsupervised, setting priorities according in terms of project outcomes and contribution to strategic objectives.
- A working knowledge of PPM tools and software.

Knowledge:

- Knowledge of Programme and Project Management methods and disciplines.
- Knowledge of best practice and modern People & Culture Strategy

Desirable criteria:

H Additional Information