

RENAISSANCE SOUTHEND LTD

Job Description – Programme Manager

Post Objective:

The programme manager is responsible to the Director of Development and will work on behalf of the Programme Board, for successful delivery of a programme of individual projects being undertaken by Renaissance Southend. The role requires the effective co-ordination of the projects and their inter-dependencies, and any risks and other issues that may arise.

The individual projects in which RSL has an interest are currently being delivered on a partnership basis with other organisations. The delivery teams are drawn from RSL, Southend Borough Council, English Partnerships and others. The programme manager will be experienced in handling multiple stakeholders and complex delivery organisations.

The Programme Manager will work full-time on the programme and will assist and coach the project managers and sponsors to better deliver the individual projects. The role has been identified as crucial for creating and maintaining enthusiasm and momentum across the project teams and will be the lead role in the delivery mechanism.

The programme manager will be responsible for the overall integrity and coherence of the programme, and will develop and maintain the programme environment to support each individual project within it.

Core Responsibilities:

- Planning and designing the programme and proactively monitoring its overall progress, resolving issues and initiating corrective action as appropriate.
- Developing the programme's governance arrangements.
- Quality assurance and overall integrity of the programme - focusing inwardly on the internal consistency of the programme; and outwardly on its coherence with infrastructure planning and interfaces with other programmes.
- Managing the programme's budget on behalf of the programme board, monitoring the expenditures and costs from project managers and ensuring delivered and realised benefits as planned.
- Facilitating the appointment of individuals to the project delivery teams.
- Ensuring that the delivery of the anticipated outputs or services from the projects is to the appropriate levels of quality, on time and within budget, in accordance with the programme plan and programme governance arrangements.
- Ensuring that there is efficient allocation of common resources and skills within the project portfolio.
- Managing third party contributions to the programme including the monitoring of private sector projects.
- Managing the communications with all stakeholders.
Managing both the dependencies and the interfaces between projects.
- Managing risks to the programme's successful outcome.

- Initiating extra activities and other management interventions wherever gaps in the programme are identified or issues arise.
- Reporting progress of the programme at regular intervals to the programme director and the programme board.

Occasional commitment may be required to out of hours working for meetings, exhibitions or other project events.

Skills and Attributes

The successful candidate will already be operating at a high level within a complex delivery organization and will be fully equipped to be able to take on the responsibilities required of the role.

The successful candidate will be able to demonstrate the following skills and attributes;

- Effective leadership, interpersonal and communication skills.
- The ability to command respect and to create a sense of community amongst the often disparate members of the project teams.
- A good knowledge of planning, monitoring and controlling programmes.
- A good knowledge of project management approaches, such as PRINCE2.
- A good knowledge of budgeting and resource allocation procedures.
- Sufficient seniority and credibility to advise project teams on their projects in relation to the programme.
- The ability to find ways of solving or pre-empting problems.

Qualifications

It is desirable that the successful candidate will be qualified to degree level in either a construction or management discipline and will be able to demonstrate continuous professional development including a project management qualification such as a PRINCE2 practitioner certificate and possibly membership of an appropriate project management professional body.