Programme Manager

Department:	Chief Operating Office
Division:	Modernisation and Digital
Reports to:	PMO Manager
JE Reference:	COO584
Grade:	CS12 **JE Date:** 16/01/2020

Job purpose

The Programme Manager is responsible for the delivery of a major initiative or programme to defined best practice methodologies.
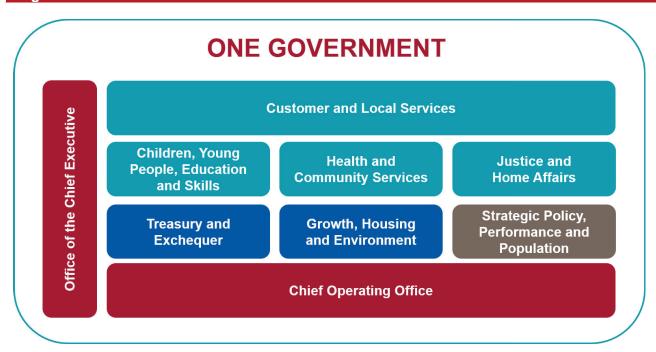
Job specific outcomes

- Responsible delivering a corporate programme of technical projects to achieve a set of business outcomes and objectives for a complex technical environment.

- Responsible for managing leading strategic programmes delivering major change across multiple departments improving the efficiency, quality and service provision to citizens.

- Responsible to deliver an on-going programme of incremental improvements and innovations to maximise the business benefits of improved infrastructure across Government of Jersey departments.

- Managing expectations for the delivery of a major initiative or programme and escalating issues on deadlines as early as possible senior management to enable appropriate corrective action to be taken

- Ensure project metrics and performance are reported on as per agreed project management methods within the organisation to ensure consistency in delivery across the Government of Jersey.

- Follow frameworks for Programme Management to ensure best practice standards are achieved.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure

ONE GOVERNMENT

Office of the Chief Executive

Customer and Local Services

Children, Young People, Education and Skills	**Health and Community Services**	**Justice and Home Affairs**
Treasury and Exchequer	**Growth, Housing and Environment**	**Strategic Policy, Performance and Population**

Chief Operating Office

Person Specification

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Educated to degree in a subject with a high degree of analytical or numerical content, or demonstrate such a level of equivalent qualifications and experience Holds a recognised programme or project management qualification (e.g. MSP, PRINCE2, AGILE, Lean, etc.)	
Knowledge	Knowledge of programme management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches	
Technical / Work-based Skills	Skilled in control procedure and ensures that the project deliverables are completed within agreed cost, timescale, and resource budgets, and are signed off Demonstrable skills using such as Microsoft Word, Excel, PowerPoint and Project	
General Skills/Attributes	Excellent interpersonal skills	

	Ability to build and manage effective stakeholder relationships	
Experience	Project Management experience within a similar organisation.	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities attributes and behaviour indicators

The standards relevant to this tier, identified in the Government of Jersey core accountabilities, attributes, and behaviour indicators, are to be attached in a separate document.