

Programme Manager - Future Economy

Department:	Economy	
Division:	Future Economy	
Reports to:	Director - Future Economy	
JE Reference:	ECON115	
Grade:	CS12	JE Date: 06/08/2020

Job purpose

The Programme Manager is responsible for the overall multi-disciplinary team management and coordination of Programmes and Project leads, allocating activity and overseeing the delivery and performance to agreed targets and objectives. The post holder reports to the Director of Future Economy with a focus on establishing and managing effective partnerships with project partners and key stakeholders, with overall responsibility for reporting to management and key stakeholders on financial and operational progress as required.

Job specific outcomes

Provides overall programme management leadership for the Future Economy programme in order to ensure that effective governance and reporting standards are in place for all initiatives. Coordinate the development of standard contract documentation, Key Performance Indicators and reporting tools/standards, project and gateway methodology and other procedures, ensuring all documentation and processes conform to Government regulations and legal requirements to support effective programme governance.

Develops and maintains an integrated Future Economy programme business plan that enables the Future Economy directorate to manage effective programme delivery and associated long-term benefits realisation. Tracks and reports on the progress of the overall programme of the Future Economy and proactively identifies, manages and escalates risks and issues activities to assure senior management that the programme is progressing within agreed scope, time and budget parameters. Drive and lead the mapping of programme level dependencies and ensure that stakeholders are aware of the delivery portfolio and interdependencies across programme portfolio.

Develops a strategic understanding of the Future Economy programme and its dependencies with other departmental, Ministerial or external initiatives to ensure that the programme is aligned of those initiatives and that management actions are put in place to resolve any risks or issues. Planning for the programmes from start to completion involving deadlines, milestones and processes for individual work streams, developing budgets and planning for operational requirements to ensure that the programme is managed effectively and that the goals of all individual project components are aligned, maximising value for investment.

Contribute to negotiations with senior level internal and external stakeholders, using expertise to influence and secure effective programme delivery. Provide challenge and comment about any aspect of the Future Economy programme and lead discussions with senior stakeholders to resolve concerns.

Responsible for the establishment/allocation of Programme and Project team resources to support the delivery of priority activities to ensure the appropriate allocation of roles and skills and ensure a robust support framework to assist delivery across the Future Economy portfolio.

Engage with a range of various stakeholders, coordinating consultations on programme scope, dependencies and deliverables, obtaining senior management and political sign off as required and addressing queries and complaints related to various projects, thus ensuring effective stakeholder management to support the operational delivery of the Future Economy programme.

Undertake appraisals, management of sickness absence, disciplinary matters, recruitment and selection. Commission and manage consultants and contracts for services. Act as a role model at all times, supporting teams and individuals to develop and achieve their potential and encourage a learning culture focused upon improvement and high performance.

Statutory responsibilities

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

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly support someone who is standing for election or playing a public part in any political manner.



Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>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.</p> <p>Holds a recognised programme, project or change management qualification (e.g., MSP, PRINCE2, PROSCI, Certified Scrum Master, etc.)</p>	<p>Evidence of a commitment to continuous professional development in the field of Change Delivery</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Expertise in agile/lean and traditional delivery methods including PRINCE2 and Scrum/Kanban.</p> <p>Knowledge of change management methods and approaches e.g. PROSCI, CMI-ACM or ACMP Standard.</p> <p>Team development and leadership and coaching know-how and commercial and/or stakeholder management.</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Ability to build successful multi-disciplinary delivery teams. Can maintain, influence and motivate a team.</p> <p>Takes a continuous pipeline planning approach to forecasting, estimating, managing uncertainty and roadmapping.</p>	

	Ability to solve issues, unblock problems and meet delivery commitments.	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	Able to communicate effectively across organisational, technical and political boundaries, understanding the context. Able to advocate and communicate what a team does to create trust and authenticity. Can successfully react and respond to challenge.	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of delivery management in a similar organisation (successful delivery from initial design to completion).</p> <p>Practical experience and expert knowledge of using quality/process improvement methodologies.</p> <p>Experience of financial / quality turnaround programmes and activities.</p> <p>Experience of working strategically to engage senior stakeholders (internal/external) to deliver strategic goals.</p>	

Personal Attributes

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.