Job Description

Directorate	Grade
Strategy and Change	M14
Service	**Job evaluation number**
Programme Management Office	A3493
Reports to	**Responsible for**
Director of Strategy and Change	Project Manager Programme Analyst

Job purpose and role

- Responsible for leading and managing Beyond Housing's Programme Management Office, the Programme Manager will take a prominent role in the development and delivery of our integration and strategic change programmes and their associated projects. The post holder will oversee the co-ordination of programmes and their associated projects, ensuring their dependencies, risks, issues and resources are effectively managed and benefits are realised for stakeholders and the business.

- We all uphold and promote the following values through our everyday conduct. Below are our values – our way of life.

    - Considerate

    - Collaborative

    - Ambitious

    - Accountable

Main duties and key result areas

- Support the Director of Strategy and Change to design and plan strategic programmes and projects, proactively monitor progress, resolve strategic issues and initiate corrective action where necessary.

- Manage a small team of expert project managers, defining roles and responsibilities and overseeing the establishment of cross functional project teams to deliver strategic programmes and their

associated projects.

- Oversee the development of programme and project documentation and establish associated performance indicators to provide an analysis of resultant data to executive team and Programme Steering Group to inform strategic decision making.

- Lead, guide and support project managers, project leads and consultants through the establishment of project teams and the design and implementation of project plans.

- Ensure the delivery of strategic programmes and projects, monitoring progress, expenditure and costs against delivered and realised benefits and provide regular reports on progress to Programme Steering Group (in line with established governance arrangements).

- Schedule and lead regular meetings with project teams and appropriate stakeholders to inform the preparation of progress reports, highlight reports, requests for change and resource requirements.

- Provide effective quality assurance of strategic programmes and projects to safeguard the overall integrity of strategic programmes and their expected benefits.

- Advise organisational leaders on the potential impact of strategic programmes and projects on stakeholders, key business processes, policy and structure, appropriate communications and success measures and assist with the evaluation of Beyond Housing's readiness for change.

- Regularly lead discussion at project team meetings, groups and workshops providing direction and presenting complex information to a variety of audiences.

- Ensure that where appropriate project outcomes, benefits and deliverables are integrated throughout the business by engaging business functions and ensuring effective hand over to service teams.

The above is not an exhaustive list of duties required. You will be required to undertake any other reasonable duties in line with the purpose and grading of the role.

ALL employees are expected to:

- Live the company values so that the highest standards of customer care can be achieved

- Be committed to diversity and inclusion of all, promote value for money, efficient services, so that excellence in all that we do is pursued through continuous improvement

- Contribute to development of and strive to meet departmental, team and individual targets

- Participate in the staff appraisal and development scheme, one to one performance discussions and attend identified training to ensure continuous learning and improvement

- Undertake their duties with due regard to safeguarding our customers

- Comply fully with the Code of Conduct, health and safety requirements, legislation, regulations, policies and procedures

- Attend meetings or provide services outside of the usual working hours where reasonably requested to do so

- Promote value for money and continuous improvement within the service area

- Have an overall understanding of the risks and implications associated with the requirements of the role and takes appropriate action to mitigate any potential consequences.

Managers are also be expected to:

- Deliver departmental projects and initiatives as identified in the corporate and departmental plans

- Lead, manage and motivate staff, apply the staff appraisal and development scheme, one to one performance feedback discussions and ensure that employees attend identified training

- Monitor service delivery and progress towards targets to ensure standards are met and where possible exceeded

- Effectively manage physical, human and financial resources allocated as your responsibility

- Accept and exercise responsibilities identified in company policies and procedures, particularly for compliance with health and safety.

Signed _____   Date _____

Print Name _____

Version No	Revision Date	Reason for Revision
1		New role

Person specification

Attribute	Detail	Essential or desirable
Skills and abilities	Strong programme and project leadership and management skills	E
	Skilled in the ability to coach, motivate, influence and engage others	E
	Ability to translate business benefit requirements into programmes of work	E
	Ability to interpret and analyse financial and other complex data	E
	Strong organisation skills including leading the management and preparation for executive, Programme Steering Group and Board events and activities	E
Knowledge and experience	Strong track record of leading and managing programmes and projects that deliver large-scale change in complex organisations	E
	Experience in using project planning technologies such as Microsoft project; SharePoint; Visio; or Project in a Box	D
	Experience of developing and implementing programme governance frameworks	E
	Experience of leading project managers and working with managers in a matrix management environment	E
	Experience of developing and implementing business transformation approaches and tools	E
	Experience of developing and implementing effective programme communication strategies and plans	E
	Knowledge and experience of the social housing sector	D
Qualifications	Recognised professional qualification in the field of programme and project management (Prince 2)	E
	Evidence of continued professional development	D
	Management qualification	D
Personal attributes	Flexible and open to change	E
	Professional and customer orientated approach	E
	Effective team worker	E
	Committed to inclusion, equality and diversity	E
	Aligned to the aims and values of the company	E
	Committed to personal and professional development	E
	Proactive and committed to continuous improvement in service delivery	E
	Collaborative approach: one company, one team	E
	Focussed on leading, coaching, empowering and motivating employees	E

Attribute	Detail	Essential or desirable
	Committed to team development and identification of on-going training needs	E
	Willing to take ownership and be accountable for decisions and actions	E
	Ensures decisions and actions are in line with company values, policies and guidelines	E