

PROGRAMME MANAGER (ACCOMMODATION)

Role Profile



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| Title | Programme Manager (Accommodation) | |
| Grade | GRADE I | |
| Reference: | N779 | |
| Reports to: | Strategic Projects Team Leader | |
| Work style Definition | Office based hot-desk/touch down worker | |
| Job Type: | Operational Leader | |
| Primary purpose of role | Lead on the coordination development and implementation of the Plymouth City Councils Accommodation Programme to rationalise its office accommodation | |
| Key accountabilities and key measures | <p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Successfully manage the delivery of the accommodation programme ensuring the achievements of key outcomes including benefit realisation. (70%) ▪ Act as a professional advisor to the SRO, Accommodation Board, and senior managers other key stakeholders to ensure that the accommodation programme is successfully delivered. (10%) ▪ Maintain robust operational and strategic governance arrangements that ensures effective decision making processes are in place. (20%) | <p>Role measures</p> <ul style="list-style-type: none"> ▪ Delivery of the benefits and milestones in the Programme and Project Plans. ▪ Effective management of the programme budget, monitoring projected expenditure and costs against actuals. ▪ Delivery of a large and complex programme to time and budget ▪ Performance targets and service levels are met through efficient working. ▪ Compliance with Programme Management |
| Key activities | <ul style="list-style-type: none"> ▪ Designing the approach to the Accommodation Programme and planning its delivery. (15%) ▪ Planning and managing the programme budget, ensuring value for money is considered at all times, monitoring expenditure and costs against benefits realised as the programme develops. (20%) ▪ Manage / support the work of Project Managers within the Programme in developing and delivering their projects; effectively managing all types of dependencies, risk and issues within and between projects ensuring compliance with best practice standards. (25%). | |

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| | <ul style="list-style-type: none"> ▪ Ensure the needs of stakeholder groups and key individuals are reflected and engaged appropriately in the design and delivery of the programme; its deliverables and benefits. (15%) ▪ Report progress to SRO's, Programme Board and other relevant groups and Boards which are part of the Governance process. (10%) ▪ Manage/ Mentor / coach / support members of the programme and project teams to transfer knowledge and skill, in support of organisation and individual capability development goals. (5%) ▪ To undertake the learning and development as specified in the Learning and Development Framework. (5%) ▪ Be responsible for the safe working and wellbeing of staff working in and affected by the Programme. (5%) ▪ Undertake other duties appropriate to the grade of the post. |
| Essential qualifications/ knowledge | <ul style="list-style-type: none"> ▪ Educated to degree level or equivalent in a relevant subject. ▪ Prince 2 – Foundation and Practitioner or equivalent knowledge of project management methodology. ▪ Managing Successful Programmes (MSP) – Foundation and Practitioner or demonstrable knowledge of how to deliver successful change programmes. ▪ Association Project Managers Project Management Qualification (PMQ) and Project Professional Qualification (PPQ) or demonstrable knowledge of how to approach the management of projects. |
| Desirable qualifications/ knowledge | <ul style="list-style-type: none"> ▪ P3O Foundation. ▪ Management of Risk (MoR)– Foundation and Practitioner |
| Essential experience | <p>Proven experience of:</p> <ul style="list-style-type: none"> ▪ Managing capital projects and programmes and projects with multiple partners. ▪ Defining scope, approach, and benefits. ▪ Programme planning, phasing and prioritisation. ▪ Commissioning feasibility studies and developing robust business cases. ▪ Business planning, target setting and implementation of continuous service improvement. ▪ Working in multi-discipline and cross-organisational groups including joint working partnership planning with agencies and the business community. ▪ Successfully managing risks and issues. ▪ Budget management and financial planning, including monitoring and reporting. ▪ Wider resource planning. ▪ Change control. ▪ Leading, managing and motivating teams and effective people management. ▪ Collating, analysing, interpreting and presenting information for management purposes. |

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| | <ul style="list-style-type: none"> ▪ Budget management and financial planning. |
| Desirable experience | <ul style="list-style-type: none"> ▪ Working with politicians. ▪ Working in the public sector. ▪ Delivering office accommodation projects. |
| Essential skills | <ul style="list-style-type: none"> ▪ Programme management and business change methodologies. ▪ Strong analytical skills and a creative approach to problem solving. ▪ Ability to lead and integrate performance management to achieve improvements in performance and excellent results. ▪ Leadership skills to motivate and gain commitment to service objectives. ▪ Excellent communications skills both written and verbal. Understand technical or complex information and able to translate into clear communications that are tailored for intended audiences. ▪ Ability to deliver clear, professional advice to senior managers and members. ▪ IT skills and awareness of issues and benefits associated with ICT systems and their role in change. ▪ Fully competent in Microsoft Word, Excel, PowerPoint and Project to produce project |
| Corporate standards | |
| <ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. ▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures. ▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures. ▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation. | |