# Job Information

# Programme Manager

# Level 5, Zone 1

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role purpose**

The role of the Programme Manager is to plan, direct, and co-ordinate activities to manage and implement a programme from contract/ proposal initiation to final operational stage including the transition into “business-as-usual” and to ensures that programmes are managed to realise business benefits and that programme management is informed by an awareness of current technical developments.

# Example outcomes or objectives that this role will deliver

* Within a change programme, plan, direct, and co-ordinate the programme's projects and other activities, from contract/ proposal initiation to benefit realisation, on behalf of senior management/ programme sponsor, to ensure optimum efficiency in the allocation of common resources and skills.
* Determine, monitor and review all programme economics to include programme time and costs, projected operational costs, staffing requirements, programme resources and programme risk.
* Lead the programme team in determining business requirements and translating requirements into service design and operational plans, developing and maintaining the appropriate environment to support project managers, including the processes and practices for managing projects and the coaching, development and deployment of project managers, teams and individuals.
* Plan, schedule, monitor and report on overall progress and initiate corrective action as appropriate to ensure that programme deliverables are produced on time and within budget.
* Manage exceptions, risks, slippage and issues of priority, and initiate extra activities wherever gaps in the programme are identified, according to baseline planning within the programme.
* Ensure coherence of the programme by monitoring changes within programme scope and reassesses whether projects continue to meet business objectives using finds efficiently and realising business benefits.
* Recommend cancellation of projects, and initiation of new projects, within the programme.
* Ensures post-implementation plans and owners are in place after go-live to ensure planned benefits are fully realised.

# People management responsibilities

* Line management responsibility for Portfolio Officers, Project Managers and Project Support Officers.
* Responsibility for a team of staff

# Relationships

* This post reports to the Head of IT Business Management.

# Work environment

* The post-holder will be required to work in an ‘agile’ way in line with Camden’s move to a paperless and flexible work environment.

# Technical knowledge and experience

* BSc in relevant discipline, or equivalent industry experience.
* Proficient in principles, methods, techniques and tools for the effective management of a programme of projects and related activities through to the successful achievement of planned business benefits.
* Proficient in principles, methods, techniques and tools for the effective management of projects from initiation through to implementation.
* Proficient in the identification, assessment and management of project risks, which could result in time or cost over-runs, or failure to deliver products which are fit for purpose.
* Proficient in the effective and efficient deployment of resources, including reassessment and reallocation in a dynamic multi-project environment, to achieve optimum results.
* Proficient in principles, methods, techniques and tools for the preparation and monitoring of budgets to minimise costs and ensure cost-effectiveness.

# Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever-increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit: https://camdengov.referrals.selectminds.com/togetherwearecamden/info/pa