

# Programme Manager – 14

## Role Description

To be read in conjunction with the generic Programme Manager Job Profile.

The corporate transformation Portfolio Management Office (PMO) is responsible for translating the Council strategic decisions into practical workable portfolio of programmes and projects and ensuring that both governance and reporting standards are adhered through collaborative working with both central and directorate change resources.

The PMO programme manager will be a pivotal role in ensuring that both the right programmes are delivered and that they are delivered in the right way by developing the necessary tools and processes as well as influencing change and behaviours working within a complex and political environment.

## Key Responsibilities

- Responsible for the overall success of the PMO and its support in the delivery of programmes and projects by ensuring adherence to robust governance standards and regular reporting to both the Executive team and other Council stakeholders.
- The on-going development of governance standards and project artefacts to support consistency and quality of programme and project delivery including the development and adoption of programme and project management tooling.
- Custodian for the over-arching change delivery framework and its adoption across council directorates taking account the need for flexibility to meet business needs.
- Building effective relationships with directorate project support resources and be a trusted business partner providing programme advice and assurance.
- Providing a “single version of the truth” across the corporate portfolio including programme performance metrics, risks, and issues and both costs and benefits realisation.
- Maintain and manage an external contractor register and provide a senior point of contact for invoicing and payment for project 3<sup>rd</sup> party support.

## For Office Use Only:

Job Category	Project Management	Grading ID	64360
Job ID	80100902	Last Updated	September 2020
Job Focus	Yes	Career Progression	No

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		