

Programme Manager SPACE

Job Outline

Main Purpose of Job:

To lead and manage the setting up of the programme through to delivery of the new capabilities, realisation of benefits and programme closure. Responsibility for the successful delivery of the new capabilities and establishing governance. The organisation wide programme of work to reduce the Council's expenditure on office property and deliver an office hub site that can accommodate more staff, in shared facilities, where they can readily work effectively, in order to deliver savings of £2.5m per annum by 2014/15.

Key Accountabilities:

- Planning, designing and developing the structure of the programme and proactively monitoring its overall progress, resolving issues and initiating corrective action as appropriate
- Develop and implement the programmes governance framework
- Defining key elements of the programme: benefits realisation strategy, vision, and blue print and manage and resolve any risks and other issues that may arise
- Manage the programme on a day to day basis including effective coordination of the projects and their interdependencies, managing relationships with project managers and ensuring the appropriate reporting structures are in place
- Implement early warning and escalation procedures where projects or work-streams are not progressing effectively and put programme objectives at risk
- Effective coordination of the projects and their interdependencies
- Facilitating the appointment of project team members
- Manage the performance of the programme team
- Responsible for implementing and maintaining effective governance arrangements for the programme and its projects
- Reporting on the progress of the programme at regular intervals to the SRO, Programme Board, Cabinet Members and Lead Members as required

Staff Directly Managed: 9

Programme Budget: £23.871m