

Job description - Programme Manager (PB4)

Job summary

As the Program Manager you will part of a team that delivers a significant capital investment programme annually - currently running at over £5M. This is a challenging and fast paced role which will involve working across all business functions, with partners and external suppliers. The role holder will oversee the delivery of a full range of capital projects ensuring robust programme management to deliver a wide range of projects on time, to quality and on budget realising planned benefits. Our current capital programme supports business change and growth and includes:

- building new infrastructure in support of sustainable forest management
- bringing historic and decaying buildings back into sustainable use
- developing world class visitor centre and access facilities, accommodation development, routes and trails
- green energy in support of net zero aspirations - including hydro and wind
- delivering health and safety, and staff welfare facilities which are fit for purpose
- increasing resilience of water supplies
- biodiversity - peatland, species and wilding

Key responsibilities & accountabilities

detailed programme planning and control including:

- maintaining oversight of all District capital projects
- taking the lead project management role in complex projects
- supporting functional staff in their own project management roles
- acting as our 'intelligent client' when working with external suppliers
- developing, agreeing and maintaining a detailed programme plan and constituent project plans
- managing programme deliverables in line with the programme plan
- managing programme risks and escalating where necessary
- resolving cross-functional issues at programme and project level
- managing programme scope and change control and escalating issues where necessary
- managing programme benefits
- monitoring programme progress and performance
- liaising with Senior Responsible Officers and finance managers to monitor spend
- providing progress reports to key stakeholders and the Project Management Office
- identifying, assessing and appropriately managing risks associated with complex and time bound implementation

to quickly develop and manage strong relationships with internal and external stakeholders, including:

- working with site based managers and functional staff, without direct line management accountability, in support of programme delivery
- manage the coordination of internal and external partners and working groups engaged in the programme through the facilitation of project board meetings
- building and maintaining strong links with the Forestry England Project Management Office
- supporting the creation of robust business cases across the district for wider investment and business growth identifying funding streams and developing partnerships to support the business cases.

report directly to the Forest Management Director and taking an active role within the District's Senior Leadership Team

Location-specific information

work location will be either Bellingham, Hexham, Northumberland or Grizedale, Ambleside, Cumbria

Skills, knowledge & experience

Essential professional and technical experience

- previous knowledge and practical experience of managing capital projects, including planning, risk, issue and dependency management.
- demonstrable practical experience in managing a portfolio of projects.
- strong evidence of stakeholder (internal/external) management in project delivery, demonstrating negotiation and influencing skills at a high level.
- experience of forming effective working relationships with business colleagues, senior leaders and corporate directorates
- strong leadership and communication skills.
- experience of analysing complex or conflicting evidence to provide reasoned proposals.

Desirable professional and technical experience

- experience in managing construction projects and contracts
- experience of public sector procurement for capital works

Qualifications

Essential

- APM, Prince2 or similar Project Management qualification.
- applicants that do not meet the essential qualifications will be considered where they can demonstrate significant project management experience