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| **Job Description**  The Job Description Form should be used for all roles within The Manufacturing Technology Centre (MTC). This form should be completed by Head of the Department or Human Resources. A Recruitment Authorisation Form must also be attached. | |  |
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| **Job Title:** | **Programme Manager** | |
| **Grade:** | Principal Research Engineer | |
| **Duration of Contract:** | **Permanent** | |
| **Department/Theme:** | Programme Management | |
| **Location:** | The Manufacturing Technology Centre Ltd., Ansty Park, Coventry, CV7 9JU | |
| **Reporting To:** | Chief Engineer | |
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| **Job Purpose:** | The business requires the Programme Manager to co-ordinate programme and project management activities across the broader group of technologies. The primary function of the role is to oversee portfolio performance, support balanced resource allocation and deliver individual projects. The role also encompasses:   * Leading and managing the successful delivery of a number of large and/or complex projects/programmes across multiple technology themes and customers. * Ensure all customer/s and stakeholder needs are clearly captured, understood, and effectively built into all aspects of the programme delivery. * Liaise with Technology/Line Managers to ensure effective use of resources across the portfolio in delivering project quality, cost & delivery. * Define, measure and report regular communication updates of programme & project performance to key stakeholders. * Support revenue and resource planning. | |
| **Duties & Responsibilities:** | * Full programme/portfolio accountability achieving Late Days, On Time Delivery and C2C performance. * Manage project managers and project co-ordinators to ensure projects are launched & delivered on time and to contracted cost and necessary quality levels. * Identify any customer satisfaction issues and develop plans to address. * Identify and mitigate portfolio issues & risks * Ensure senior management are briefed on any mission critical issues and remedial plans are fully agreed. * Hold regular project/programme/portfolio risk reviews. * Ensure project/programme/portfolio KPIs are established/managed and objectives/targets delivered. | |
| **Candidate Specification:** | * An extremely strong leader with significant experience in a busy projects based/professional services environment. * Assertive situational leadership skills. * Good influencing and negotiation skills. * Demonstrates appropriate behaviours and competencies in line with the MTC’s Right Way. * Experience and a working understanding of delivering projects through others in an engineering/professional services environment. * An organised yet flexible approach and able to influence/deliver through others across multiple projects. * Articulate and able to effectively communicate at all levels of the business, from junior staff to CEO. * A natural investigatory nature and able to diagnose and resolve problems. * Results driven self-starter with a positive CAN-DO approach focusing on solutions rather than problems. * Qualified to degree level in technical and / or business related disciplines and a background in engineering or professional related disciplines. * Numerate with a strong focus on financial management. | |
| **Key Deliverables:** | * Satisfied customers and/or stakeholders. * Project milestones/deliverables on time, on budget and to customer requirements achieved. * Definitive planned invoice points aligned with milestones and deliverables are achieved. * Clear status of portfolio financials at all times. * Operational support to sector or themes. | |

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| **Person Specification** | |  |
| **Competencies / Behaviours** | * Leader, team builder and team player with an influential and collaborative style. * Results oriented with a positive CAN-DO approach and focused on solutions rather than problems. * Customer focused and logical/process mind-set. * Remains calm, positive and constructive under pressure. * Analyses numerical, verbal data and all other sources of information. * Has the presence to both lead and/or participate in team discussions as required. | |
| **Technical Skills and Knowledge** | * Experience of project management processes & reporting techniques across both multiple/large value projects and contracts. * Extremely strong commercial acumen. * Must be an experienced MS Project and Excel user. * Ideally had previous experience using Microsoft AX Dynamics and Microsoft Project Server. | |
| **General Skills / Attributes** | * Results orientated with a positive CAN-DO approach and focused on solutions rather than problems. * Delivery Focussed. * Excellent written and oral communication skills. Can provide accurate and comprehensive data and maintain complex records. * Self-motivated with ability to meet deadlines and can produce reports to the required standard; can work with limited supervision. * Ability to work independently and as part of a team. * Pragmatic hands on approach to problem solving. * Excellent interpersonal and organisational skills. * Ability to form and foster collaborative relationships within the business and with customers. | |
| **Other** | * Demonstrates and application and understanding of the MTCs ‘The RIGHT Way’. * A commitment to maintain confidentiality at all times * Ideally membership of a relevant professional body | |