

Job Title	Programme Manager
Department / Code	PMO
Main Purpose of Job	Definition & Delivery of Strategic Programmes and Projects
Responsible To <i>(Specify who the Post Holder should Report to)</i>	Head of Programme Management

Main Duties and Responsibilities

- Responsible for the management of the assigned programme(s) & project(s) in line with the F1 Project Management Process Framework
- Responsible for the delivery of the programme (s) in line with the Scope, Business Case and Schedule requirements
- Manage the resources (Internal and external) assigned to the programme – Define Team Roles and Responsibilities
- Own and proactively manage the budgets and business cases
- Identify and Manage all key stakeholders during the lifecycle of the programme
- Manage Risks and Issues (identification / prioritization / mitigation and escalation) in line with the requirements of the Programme Management Office
- Manage programme documentation and coordinate for Gate reviews readiness
- Organise Weekly programme / project meetings with assigned departmental leads, minute key decisions / actions in Open Issues List
- Manage programme and report on delivery performance based on quantitative methodology (Define / support definition of metrics) – Prepare bi-weekly progress reports for PMO review
- Uses PMO tools / templates governance and methodology to deliver assigned projects and programmes
- Implement Weekly Drum Beat and follow escalation process – Defines meeting landscape across the business.

Accountabilities

- Adherence to F1 Project Management Process Framework, PMO methodology, tools and techniques
- Business case, budget, scope and schedule management
- Manage risks, issues and variances from baseline – Preparation of a mitigation plan and escalations as appropriate
- Accurate reporting of the delivery performance of the programmes & projects
- Prioritisation of work and resources -
- Alignment with functional managers to ensure quality of the programme execution and consistent management of the assigned resources

OTHER

- To complete all mandatory training within specified timelines.
- To operate safely at all times in line with Company health and safety requirements.

- To undertake other duties within your capabilities as your Department Manager or Team Manager may assign to you from time to time.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Trained in Project / Programme Management Methodology (AGILE, PRINCE 2, PMP, RMP, APM, MSP or other) 	
Experience	<ul style="list-style-type: none"> • 10+ years in managing large scale / complex industrial or software projects and programmes 	
Knowledge & Skills	<ul style="list-style-type: none"> • Strong attention to detail and ability to manage financial reporting • Strong Planning and project / programme control skills 	
Personal Qualities	<ul style="list-style-type: none"> • Demonstrate leadership, analytical, people management and strong communication skills • Ability to manage stakeholders at all levels of the organization • Results Driven 	
Other	<ul style="list-style-type: none"> • Proficient in using MS Project, Jira , Primavera, or other planning tools • Knowledge of APQP, EVMS is a plus 	