



HM Prison & Probation Service

HQ Job Description (JD)

Band 10

Group Family: Generic - Projects and Programmes

Job Description: Senior Programme Manager

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HQ Job Description

Job Title	Senior Programme Manager
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Overview of the job	<p>The Senior Programme Manager is responsible for the design, implementation and management of the Programme. Operating on behalf of the Senior Responsible Owner (SRO) the success of the role requires the job holder to engage with Cabinet Office, HM Treasury, MoJ and HMPPS Minister, Permanent Secretary, Directors, Deputy Directors and other senior managers across all professional disciplines to ensure that decisions are developed, understood and suitable plans are produced for the whole lifecycle of the programme. The job holder will have primary responsibility for the successful delivery of new capabilities and establishing governance.</p>
Summary	<p>The Programme Management Office (PMO) function is key to the delivery of significant and complex change at pace by the Ministry of Justice (MoJ). This role will lead practice in HMPPS and MoJ, through developing capability and capturing and transferring learning. This role will help existing projects to ensure they are applying the latest thinking and practice in programme and project management techniques and new projects can hit the ground running.</p> <p>The job holder will require in depth expertise and experience in using programme methodologies and techniques in managing complex programmes on time and to budget, e.g. able to create programme structures, lead and manage complex teams, including teams containing a large range of suppliers, people from different organisations and cultures.</p> <p>The jobholder will work with senior stakeholders from within HMPPS and MoJ to design, agree and operate suitable governance arrangements. The Senior Programme Manager is responsible for ensuring that the programme and its projects undertake suitable external scrutiny at key points.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Being accountable for the design and implementation of the PMO function, in general and on specific programmes and will contribute towards HMPPS and MoJ to share best practice and preserve the corporate memory • Ensuring that appropriate programme processes and tools are established, documented and communicated, continuously improved and are correctly focussed on ensuring delivery of products and milestones. • Lead the creation of the Strategic Outline Business Case (SOBC) to Treasury Green Book standards ensuring that business options, savings/costs, the configuration of services, method of service delivery and implementation timescales are fully defined • Monitoring progress on products and milestones and identifying and addressing problems with delivery to time, cost and quality, including for example conducting project health checks. • Leading on the management of internal and external risks, issues and dependencies. • Leading on development and implementation of action plans to address internal and external review recommendations relevant to the role. • Designing PMO resource structures and managing internal and external recruitments, including liaison with OGDs and third party suppliers • Ensuring that expert PMO resources, e.g. risk managers, planners, change management specialists, are effectively performance-managed so the Agency achieves maximum value for money and the supported programme benefits from optimal support and assurance services.

	<ul style="list-style-type: none"> Assuring the quality of PMO products, for example programme resourcing business cases, PIDs, product descriptions, status reports, plans, risk registers, change control impact assessment etc Working with a broad range of stakeholders to define and establish appropriate governance arrangements for the Programme so that decisions are made by the right people at the right level and are auditable; reviewing and revising these as appropriate as the Programme and its phases progress Leading on lessons learned from within the programme and incorporating good practice gleaned from elsewhere. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation scheme and shall be discussed in the first instance with the Job Holder.</p>
Behaviours	<ul style="list-style-type: none"> Seeing the Big Picture Leadership Communicating and Influencing Delivering at Pace
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<p>N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these</p> <ul style="list-style-type: none"> Significant experience of managing large high risk and complex change programmes Experience of operating at a senior level providing briefing and reporting arrangements in a variety of roles across a number of programmes Experience of corporate, Cabinet Office and HM Treasury assurance and approval requirements Effective leadership, interpersonal and communication skills and experience of building, influencing and maintaining strategic partnerships with multiple stakeholder Network effectively, negotiate well and influence people, broker relationships with stakeholders within and outside the programme Good written communication skills to produce comprehensive reports and briefings for senior stakeholders Experience of building and managing a multi-functional team and getting the most out of it in a dynamic and complex environment Strong focus on delivery (of personal and programme deliverables), including by active management of trade-offs between time, quality and cost. Broad programme and project delivery experience covering a variety of disciplines, including planning, quality assurance, PMO and reporting, and a range of business environments Collaborative approach, able to build strong relationships across the programme team and corporate services colleagues
Technical requirements	<ul style="list-style-type: none"> Recognised project management qualifications or equivalent experience e.g. PRINCE2, Association for Project Management (APM), Managing Successful Programmes (MSP) Accredited OGC GatewayTM Reviewer
Ability	<ul style="list-style-type: none"> Ability to command respect and to create a sense of community amongst the disparate members of the programme team Ability to apply risk assessment and management principles and processes and find ways of solving or pre-empting issues

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience N.B. Converting job descriptions to the new Success Profile format means areas captured in experience could also be assessed as a strength. Vacancy managers should use their own judgement to decide where best to assess these	Technical
Seeing the Big Picture		Ability to command respect and to create a sense of community amongst the disparate members of the programme team	Significant experience of managing large high risk and complex change programmes	Recognised project management qualifications or equivalent experience e.g. PRINCE2, Association for Project Management (APM), Managing Successful Programmes (MSP)
Leadership		Ability to apply risk assessment and management principles and processes and find ways of solving or pre-empting issues	Experience of operating at a senior level providing briefing and reporting arrangements in a variety of roles across a number of programmes	Accredited OGC Gateway™ Reviewer
Communicating and Influencing			Experience of corporate, Cabinet Office and HM Treasury assurance and approval requirements	
Delivering at Pace			Effective leadership, interpersonal and communication skills and experience of building, influencing and maintaining strategic partnerships with multiple stakeholder	
			Network effectively, negotiate well and influence people, broker relationships with stakeholders within and outside the programme	
			Good written communication skills to produce comprehensive reports and briefings for senior stakeholders	
			Experience of building and managing a multi-functional team and getting the most out of it in a dynamic and complex environment	

			Strong focus on delivery (of personal and programme deliverables), including by active management of trade-offs between time, quality and cost.	
			Broad programme and project delivery experience covering a variety of disciplines, including planning, quality assurance, PMO and reporting, and a range of business environments	
			Collaborative approach, able to build strong relationships across the programme team and corporate services colleagues	