JOB DESCRIPTION

Supporting a thriving parliamentary democracy

CAMPAIGN TYPE:	Concurrent
JOB TITLE:	**Programme Manager – Major Programme Delivery Platform**
PAYBAND:	**A1**
PAY RANGE:	**£63,716 - £75,953** (*Appointment will normally be made at the minimum of the pay range*) It may be possible for high contributors to be paid up to the maximum of the pay band
TEAM:	**Strategic Estates**
SECTION:	**Restoration and Renewal Programme**
REPORTS TO:	**Data & Digital Programme Delivery Lead**
NUMBER OF POSTS:	**1** **Hours (p/w):** **Full Time 36**
CONTRACT TYPE/DURATION:	**Fixed term for 12 months**, (*with the possibility of an extension*)
ISSUE DATE	
16/05/2019	
CLOSING DATE FOR APPLICATIONS	
30/05/2019 at 23:55	

BACKGROUND AND CONTEXT OF THE ROLE
Maintaining a thriving parliamentary democracy requires the contribution of a dedicated, politically impartial and diverse workforce who takes pride in supporting the democratic process (circa 2,500 in the House of Commons alone).

The Strategic Estates team, as custodians, take great pride in looking after and improving the buildings within the Parliamentary Estate. While we are part of the House of Commons service, we also provide services to the House of Lords. We carry out works on World Heritage sites which attract visitors from all over the world, making it a challenging stakeholder environment where conservation and the need to innovate and build for the future coincide.

The Restoration and Renewal Programme was established to tackle the significant work to preserve the Palace of Westminster and ensure it can continue to serve as home for the UK Parliament in the 21st century. Work has begun to establish a two-tier governance model which has been proven to work well on major projects. The Sponsor Body (now in shadow form) and Delivery Authority, will be set up following the passage of legislation as a statutory body and company limited by guarantee respectively.

The Sponsor Body will be a stand-alone organisation, overseeing the work of the Delivery Authority, acting as the single client accountable to Parliament. The Delivery Authority will be accountable for delivering the Sponsor Body's requirements to budget and timescale and have the management capacity and expertise required for a programme of this scale and complexity.

Working as part of the Digital Team within the Restoration & Renewal Programme, to manage and implement an information and data services programme from initiation to operation including transition to business as usual, with a focus on realising business benefits.

This is a delivery focussed role and the post holder will be adept at:

- Delivering complex digital projects and programmes, removing obstacles for their team, planning at a high level and getting into the detail to make things happen when needed.

- Planning, directing and coordinating activities across multiple projects.

- Defining project needs and feeding these into the programme/portfolio process which will enable resources to be appropriately allocated.

The post holder will be integral in decisions to build high performing teams, where people are fully engaged with the work they are undertaking.

KEY ACCOUNTABILITIES

The post holder will be accountable for delivering an agreed programme of information and data service projects.

KEY RESPONSIBILITIES

- Plans the delivery of the Data and Information services programme, projects and other activities, on behalf of senior management / programme sponsor, using the appropriate agile project management methodology, learning and iterating frequently, to ensure optimum efficiency in the allocation of resources and skills.

- Determines, monitors, and reviews all project and programme characteristics to include programme time and costs, projected operational costs, staffing requirements, project and programme resources, and project and programme risk.

- Plans, schedules, monitors, and reports on overall progress and initiates corrective action, as appropriate, to ensure that programme deliverables are produced on time and within budget.

- Takes responsibility for the definition, documentation and safe execution of projects, engaging with stakeholders and actively participating in all phases of the project.

- Manages exceptions, slippage, issues of priority, blockers and initiates extra activities wherever gaps in the programme are identified and manages change accordingly.

- Ensure all products are built to an appropriate level of quality for the stage (alpha / beta / production).

- Matrix-manage multi-disciplinary teams, ensuring they are motivated, organised and collaborating to agreed plans.

- Ensures coherence of the programme, by monitoring changes within the programme scope. Reassesses whether projects continue to meet business objectives and to use funds efficiently, ensuring that the programme is managed to realise business benefits.

- Where necessary, working closely with Procurement colleagues, procure and manage 3rd parties to deliver specialist digital services ensuring ongoing value for money through effective supplier management techniques.

- Reports progress of the programme to senior management. Ensures post-implementation plans and owners are in-place after go-live to ensure planned benefits

are fully realised.

- Actively participating in the digital community, sharing and re-applying skills and knowledge and bringing in best practice.

Management responsibility

The post holder will not have line management responsibility but will manage activities through matrix management structures of internal and contracted partners.

Stakeholder management and relationships

The post holder will have extensive stakeholder relations with colleagues in:

- Restoration and Renewal Programme Delivery Team and the shadow Sponsor Body

- Strategic Estates Team, PMO and other Programmes

- Parliamentary Digital Service

- Colleagues from the wider Corporate Services teams; Procurement, Finance and HR

QUALIFICATIONS AND KNOWLEDGE

Essential

- A project and/or programme management qualification such as Project Management Professional (PMP), PRINCE2 Practitioner, Managing Successful Programmes (MSP) or similar.

- Other professional qualification such as Chartered IT Professional (CITP).

Desirable

- Experience of working in an environment going through organisational change and some knowledge of organisational change initiatives.

ADDITIONAL INFORMATION			
Location This post will be located on the Parliamentary Estate, Westminster, London	APPLICATION	EXERCISE	INTERVIEW
Criterion 1 – Functional skills and experience Proven experience of delivering substantial Digital programmes, projects and products, within a matrix-managed environment, using a range of agile project management techniques. Familiarity with Agile methodology.	☑		☑
Criterion 2 – Providing direction Demonstrable experience of successfully directing others to deliver within a defined timescale ensuring that courses of action are aligned with the strategic context.	☑		☑
Criterion 3 – Planning and organising A committed team player, who can also work autonomously to deliver high quality work to tight deadlines in a challenging and complex environment and managing multiple work priorities. Demonstrable experience of successfully operating with demanding Information Assurance safeguards.	☑		☑
Criterion 4 – Working with people Ability to identify, build and maintain collaborative and effective working relationships with a wide variety of stakeholders. Good interpersonal skills and experience of managing client/user interactions (negotiating and influencing) in a matrix management environment.	☑		☑
Criterion 5 – Stakeholder management and Communications Proven ability to engage a range of senior stakeholders, including Board members, staff and interest groups, political stakeholders, subject matter experts and suppliers. Highly developed written and verbal communication skills, able to present complex information clearly to senior stakeholders.	☑		☑
Criterion 6 - Analysing Effectively analyses all sources of information to identify key issues and options, including gathering information and ideas from outside the organisation to benefit the R&R Programme. Awareness and experience of operating with Cyber Security protocols	☑		☑
Desirable • Experience of managing change in a public sector context and an understanding of political sensitivities. • Delivery of Programme Management software platforms • Familiarity with information assurance methodologies and accreditation approaches	☑		☑

Security
Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than three of the last five years they are not usually eligible for vetting (but we assess each case individually).

Hours
Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will need to be agreed with relevant line manager.

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview, please inform the panel of the days/hours you are available to work.

Application and selection process
We will conduct a sift-based on the criteria set out in the skills and experience section, and successful candidates will be invited to attend a competency-based interview.

For further information, candidates should refer to these websites – House of Commons careers at **www.careers-houseofcommons.org** and the UK Parliament at **www.parliament.uk**.

You can contact the Recruitment team at **Recruitment@parliament.uk** or by telephone on 020 7219 6011.