

Brecon Beacons National Park Authority

Job Description

Programme/Portfolio Manager

Position:	Programme/Portfolio Manager
Grade:	CO
Accountable to:	Chief Executive
Directorate	Programme Management, IT, HR and Finance
Portfolio:	
Direct Line	
Management of:	Finance, HR & IT
Dimensions:	Financial Gross £570,000 Non-Financial Circa 11 FTE Staff

Job Purpose:

The BBNPA Programme Manager will manage, coordinate and control a programme of multiple projects from cradle to grave supporting their identification, validation, prioritisation, resourcing, progression, reporting, implementation and benefit realisation aligned to achieving the intended goals and objectives.

The BBNPA Programme Manager will be responsible for the corporate services of Finance, HR and IT ensuring a cohesive approach based on the close synergise each of these portfolios have in delivering a multiple project programme of work, in addition to their statutory compliance duties and integral part in supporting all of the operating components of the organisation.

The role will coordinate and assist in developing the necessary partnerships with other organisations, partners and stakeholders in order to achieve optimum programme outcomes.

Key Responsibilities:

1. Support the Senior Leadership Team (SLT) on the Park's overarching programme of projects, within a whole system approach, offering particular expertise in programme and project management.
2. Provide effective leadership, motivation and day to day management of the programme throughout its lifecycle to ensure effective outcomes.
3. Lead the management and coordination of the programme, working with respective Project leads and multiple stakeholders ensuring programme objectives are delivered within budget, on time and to the standards and quality required.
4. Manage and coordinate compliance with the Authority's programme framework including; identification, validation, prioritisation, resourcing, progression, reporting, implementation and benefit realisation.
5. Lead on project definition and deploy the techniques needed including; gap analysis, evidence

appraisal, option appraisal, business case, specifications and standard project documentation including; initiation documents, charter, project plan, risk and issue logs, communications and benefit realisation plans.

6. Define resource requirements including financials in conjunction with project leads.
7. To be proactive and agile in supporting multiple projects, ensuring people, process, systems, and tools are engaged, adjusted and deployed effectively in alignment with strategic programme priorities and deliverables.
8. Promote and maintain an open and proactive communication culture across the programme via effective two-way systems that promote awareness, engagement and Inclusivity.
9. Ensure a robust framework of programme governance including; performance, outcomes, financials, capacity, audit, risk management and decision making that are embedded and adhered to.
10. Coordinate and collate the production of performance reports, reporting on programme progress, outputs, next steps, deliverables, resource requirements, risks and issues.
11. Support the development and maintenance of a culture which places and embeds robust programme management approaches at the heart of all projects undertaken by the Parks.
12. Provide support, advice, guidance and assistance to respective project leads and team members to promote consistent, methodology, project management discipline, focused on embedding a culture of continuous improvement, high performance and objective delivery.
13. Working with respective project leads and stakeholders, to establish benefits baseline and realisation plans for the programme of work.
14. The post holder will support colleagues and transfer skills in order to grow and develop programme and project across the organisation.
15. Provide leadership and direction to the Authority's corporate services of Finance, HR and IT.
16. Lead and continuously develop/improve the portfolio of services to be as efficient and effective as possible.
17. Directly line manage the Finance Manager (Section 151 Officer), Human Resources Officer and IT Function.
18. Lead, promote and encourage a culture of continuous improvement across the organisation empowering all to contribute, develop and implement efficient and effective solutions in the short, medium and long term.
19. To be a member of the National Park Authority's SLT.

Performance

20. To coordinate and deliver the Authority's programme of projects.
21. To lead on ensuring operational compliance with all relevant regulatory frameworks and legislation relevant to the programme framework.
21. Ensure reporting protocols and information are met including; quality, promptness and effectiveness.
22. To ensure effective cross functional matrix working across the programme brief
23. To work closely with SLT members ensuring cohesiveness and clear accountability in respect of objective outcomes and delivery across the programme brief.
24. To ensure effective leadership, management, communication and engagement across the portfolio of services (Finance, HR, I.T and Programme Management).
25. All information management and technology related matters, including acting as the Authority's point of contact and responsible officer for information risk
26. Such other duties as are commensurate with the objectives and grade of the post, as directed from time to time by the Chief Executive.

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Person Specification

Programme/Portfolio Manager

The successful candidate must be able to demonstrate evidence of the following criteria:

	Essential	Desirable
<u>Qualifications</u>		
Educated to degree level or equivalent in a relevant discipline.	√	
Project Management Qualified e.g. Prince 2 and / or Managing Successful programmes (MSP)	√	
Management qualification e.g. ILM Level 7		√
Membership of appropriate professional body or evidence of continuing professional development (CPD).		√
<u>Knowledge</u>		
Evidence of thinking cross-functionally and cross organisationally, beyond one's own professional areas of specialism is important as is the ability to conceptualise new, collaborative ways of achieving shared goals.	√	
Demonstrate excellent knowledge and experience of effective budgeting and resource allocation.		√
Knowledge of project management tools, methodologies and techniques.	√	
Basic knowledge of IT infrastructure and technologies that would support a small / medium size organisation.		√
Demonstrate a good understanding of the BBNPA's role in the park area		√
Have a good appreciation of work and governance in the public sector.		√
<u>Experience</u>		
Proven experience of successfully managing and delivering a wide range of complex and high value projects and programmes within a diverse workload to a structured project management process such as PRINCE 2 or equivalent.	√	
Management experience of a range of services.		√
Experience of matrix / cross-functional working.	√	
Experience of successfully monitoring and evaluating performance and	√	

objective delivery.		
Demonstratable experience preferably in the public sector of programme management within quality, time and financial parameters.	√	
Experience of effective collaborative working and stakeholder engagement.	√	
Experience of working with elected members in a political environment.		√
Evidence of creating and sustaining productive relationships with colleagues and stakeholders.	√	
Experience of risk management, including assessment, ranking, reporting and mitigation	√	
<u>Skills</u>		
Demonstratable, effective programme management skills and techniques.	√	
Proven record of maintaining high standards and objective delivery.	√	
Strong planning skills, able to plan effectively against deadlines in order to produce timely outputs and deliverables.	√	
Ability to be proactive and agile in supporting multiple projects	√	
Demonstratable ability to communicate effectively including; reporting, presentation and communication skills.	√	
Ability to write and populate project documentation including; initiation documents, business cases, strategic plans, project plans and performance reports.	√	
Computer literate in the use of Microsoft Office software.	√	
Full driving licence	√	
Welsh Language Level 0	√	
<u>Personal Qualities</u>		
A Manager who supports, empowers and engages with all stakeholders across the organisation.	√	
Have the initiative, vision and drive to develop the programme role alongside the evolution of the NPA, and to make a positive contribution to creating the culture and reputation of the whole organisation.	√	
Self-Confident and personable communication style.	√	
Open to robust challenge & able to respond calmly and professionally.	√	

Team player, ready to offer support and respond to ad hoc requests for help from colleagues.	√	
To be a committed advocate of the park's values, purposes and objectives via public communication and engagement.	√	

Welsh Language Requirement

Please note: If you do not meet the Welsh language Requirements specified, then the Authority offers a variety of learning options and staff support to help you meet these requirements during your employment with us.

