



Project/ Programme Manager

Role Description

To organise and motivate the project teams ensuring effective resourcing and planning. Manage progress across all projects and identify risks to ensure customer satisfaction.

Post Holder

Business Division	IWCF Operations Limited
Location	Montrose
Line Manager	Head of Operations
Line Management Responsibility for	Project Supervisor
Authority	Financial Authority as agreed by CEO Use of Company Credit Card
Role Summary	<ul style="list-style-type: none"> • To define and manage Project Management standards, processes and procedures • To identify, appoint and manage external contractors to deliver projects • Ensures effective planning of projects to achieve the organisations vision
Band	

Main Duties and Responsibilities	
•	Lead the implementation of Board projects and initiatives to implement the organisations project strategy
•	Formulate, organise and monitor interconnected projects
•	Coordinate cross project activities and resource
•	Define and implement project management standards, processes and procedures ensuring they are followed across the organisation
•	Apply change, risk and resource management
•	Actively project manage approved projects delivering to time and budget
•	Manage and coach the Project Supervisor, developing their project management skills
•	Introduce project reporting protocols to track progress across multiple platforms and ensure delivery within time and budget
•	Design and implement processes for UAT, ensuring all issues are managed, tracked and resolved
•	Create a suite of project communications for all levels within the organisation including the Board
•	Maintain the project workbook, ensuring all projects are recorded and maintained
•	Prepare reports for company directors and senior management team reporting program status throughout its lifecycle
•	Identify, appoint and manage external project consultants in line with procurement processes
•	Oversee project data analysis including extracting data from Report Designer as required
•	Introduce formal project management approaches and design and deliver training as required
•	Manage budget planning for year ahead



<ul style="list-style-type: none"> • Design and deliver project management training as required
<ul style="list-style-type: none"> • Any other duties as deemed appropriate by your line manager
<p><i>This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.</i></p>

Person Specification		
Attributes	Essential Requirements	Desirable Requirements
Knowledge	<ul style="list-style-type: none"> • Relevant degree • Thorough understanding of project/ programme management techniques and methods • Excellent knowledge of performance evaluation and change management principles • Excellent knowledge of MC office; working knowledge of programme/ project management software • Minimum of 10 years' experience within Project Management Roles, with at least 5 years as a Lead Project Manager 	<ul style="list-style-type: none"> • Change management qualifications • Six sigma qualifications, • Membership of the Project Management Institute or similar • Project management qualifications in either Prince or Agile
Behaviours	<ul style="list-style-type: none"> • Demonstratable leadership behaviours • Ability to work on own initiative and to high standards • Demonstrates sound management judgement • Able to develop trust and confidence • Develops positive working relationships both internally and externally 	
Experience	<ul style="list-style-type: none"> • Proven experience leading and motivating a multi-discipline team • Proven experience of defining and implementing Project Management processes and standards • Proven experience third party contractor management 	<ul style="list-style-type: none"> • Experience of project management within a training and assessment or technical organisation • Knowledge of the Oil and Gas industry
Skills/Personal Requirements	<ul style="list-style-type: none"> • Excellent verbal and written communication skills • Proven team player • Flexible and adaptable 	<ul style="list-style-type: none"> • Ability to analyse data and produce reports • Attention to detail



	<ul style="list-style-type: none">• Excellent computer and IT skills	<ul style="list-style-type: none">• Skills in numerical and statistical analysis
Special Circumstances		

Employee's Signature		Date	
Line Manager's Signature		Date	