



Role Title	Programme Delivery Manager			
Job Family	Digital, Data and Technology	Sub Category	Product and Delivery	Grade D6
Behaviours	• Seeing the Big Picture	• Communicating and Influencing	• Delivering at Pace	• Leadership Charter
Purpose	Support the delivery of a portfolio of projects through the implementation of new or changed product/systems and/or services.			

Key Accountabilities

- Manage, support and coach Project/Delivery Managers;
- Manage the work package for Phases 1 and 2 of the Statements of Works, in partnership with Procurement, through to successful appointment of IT supplier(s);
- Manage, schedule and execute all governance checkpoints and committees as defined by Governance Standards and assurance processes;
- Monitor and assure any changes to the Project Plan, identifying impacts on business requirements or the Full Business Case;
- Execute quality reviews of solution artefacts within a stage boundary, and manage corrective actions, Risks Mitigation and Issues' Escalations and resolutions;
- Ensure the Business Assurance function complies with all corporate standards/accreditation (e.g. ISO 27000), policy (e.g. security) and legislation (e.g. GDPR);
- Identify, document and implement improvement suggestions for more effective ways of working;
- Maintain and implement capability map, identifying improvements to Business Assurance services and their effectiveness

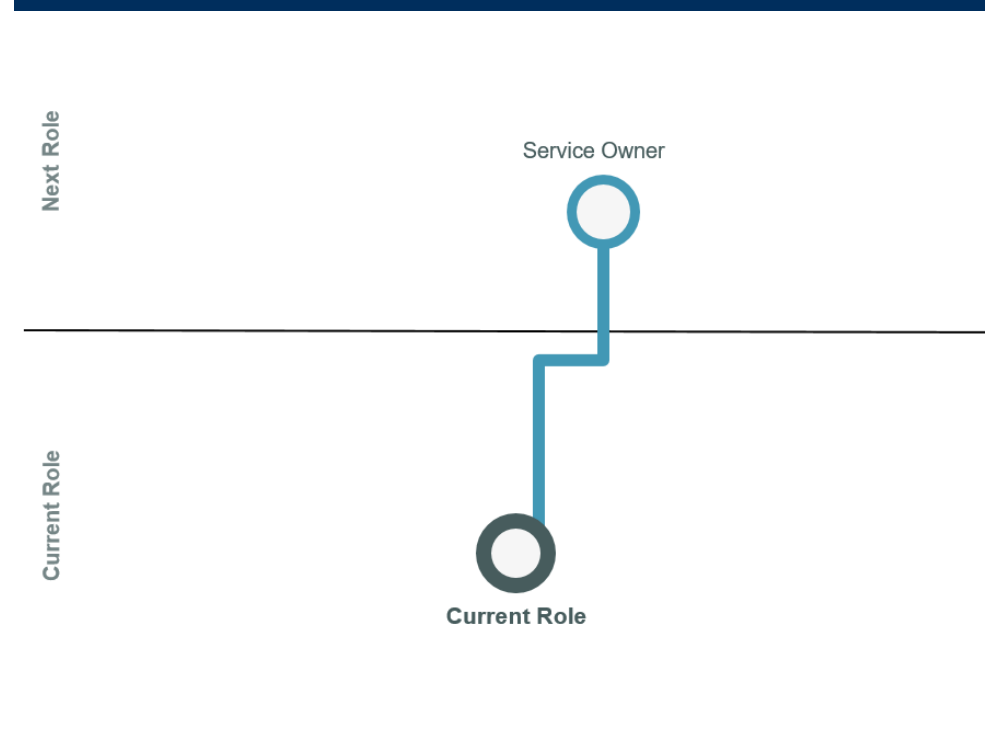
Authority and Scope

- Owns the end to end assurance process from 'Start up' (stage 0) to 'live service' (stage 5): manage risk, commercials, budgets and people; balance objectives and redeploy people and resources as priorities change;
- Initial escalation point for the portfolio;
- 3 direct reports: 1 x Senior Delivery Manager; 2 x Delivery Managers;
- Management of costs, quality and Plan against the standards in phases 1 & 2 and the Green Book Full Business Case

Internal and External Communications

- Wide ranging contacts - understanding, managing and communicating between multiple stakeholder groups, balancing priorities, providing assurance against delivery by internal teams and 3rd parties; negotiate to remove blockers and manage risk; manage stakeholders' expectations and facilitate discussions across high risk and complexity or under constrained timescales;
- Present and report to IT Governance Boards through to presenting full business case to FCDO Services Investment Board

Potential Next Career Moves



Skills

- Project management;
- Risk management;
- Governance;
- Strategic planning;
- Stakeholder management;
- Customer/supplier relationship management;
- Resource management;
- Financial management;
- DDaT Framework: Programme Delivery Manager

Qualifications, Knowledge and Experience

- Essential**
- Level 6 qualification;
 - Prince 2 Practitioner, APMP, ISEB Certificate in Project Management or similar;
 - Experience in Project Management products such as MSP, M_o_R, M_o_V;
 - In depth knowledge of agile and other methodologies;
 - Experience of managing delivery through the full product lifecycle

- Desirable**
- Member of a relevant professional body