

Programme Manager

Department	Electronic and Electrical Engineering (www.strath.ac.uk/eee/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	457956
Reports To	S5GC Operations Director	Grade:	8
Salary Range:	£42,149 - £51,799	Contract Type:	Fixed Term (Until 31st March 2023)
FTE	1 (35 hours/week)	Closing Date	06/07/2022

Job Advert

Scotland 5Gcentre (S5GC) brings together Scotland's public sector, academia, charities and industry to create new ways of working, and to co-design digital solutions to some of the country's biggest health and care challenges. Our unique needs-led approach is an essential link between the Scottish Government's national priorities and the wealth of talent across different sectors and communities in Scotland. This creates opportunities for innovators, entrepreneurs and enterprises to develop proven, scalable, and commercially viable advanced connectivity solutions for use across Scotland and for export to other markets. That also helps Scotland to be at the forefront of the growing global digital connectivity economy through developing the right workforce, infrastructure and policies to attract investment and new jobs.

Our centre is hosted by the University of Strathclyde and we are looking for a dynamic, enthusiastic and experienced Programme Manager with extensive change management skills. This position will suit someone that has strong experience in a fast-moving delivery-oriented environment, with the leadership skills in delivering large scale projects that enables change using digital within this sector.

Applications are invited from candidates seeking a challenging role. The successful candidate will work as part of a small, dynamic team that works closely with the project partners to further this domain. The position will be based in Glasgow, but travel will be expected as the Scotland 5Gcentre has a national remit.

The post will report to the Operations Director at the S5GC, with project managers and coordinators as direct reports.

Job Description

Brief Outline of Job:

To lead and manage the S5GC programme/project portfolio; providing support to the S5GC Operations Director in developing and refining the PMO office procedures, processes and ensuring delivery. To have direct responsibility for the programmes including specific projects assigned to manage and deliver.

Main Activities/Responsibilities:

- I. Manage an extensive portfolio of at least five to ten S5GC key programmes/projects with significant resources and budgets (ranging from on average £100-500k) working with key stakeholders to ensure projects delivery on time, in budget and to the quality necessary for the SMT and our funders. Ensure project planning, milestone setting, monitoring and achievement is set and monitored, with an influencing role required to ensure scope and performance are embedded early. Approve pre-planned spend requests within the stipulated Delegated Level of Authority.

2.	Lead and develop the delivery teams to create change when required to both improve the model, and/or create opportunities for adoption and scale at a local/national level where appropriate and content for business case development to justify, where applicable a case for change.
3.	Be a key contributor in the expansion and promotion of the S5GC activities through senior engagement, presentation and participating in events, advising the broader University group and representing S5GC & Strathclyde at senior engagements at programme level where required. Undertake other duties commensurate with grade of the post as requested by the Director. Deputise for the Operations Director, where required.
4.	Lead on the continuous review and development of the quality assurance and evaluation process for each programme/project. This role will report to the Operations Director. This will involve quality assurance and monitoring the quality of external partners/sub-contractors, along with great stakeholder management at different levels of seniority, with a particular emphasis on improving the readiness levels for adopting and scaling innovations in Scotland in this sector eg. (NHS/LA), which will include a level of change management skills the development of content for business cases as required.
5.	Lead and manage a staff group that support the project management office function for the successful delivery and coordination of programmes/projects, linking interdependencies between programmes and projects.
6.	Consult with the organisation on PMO resources, emphasis on deployment and monitoring of staff and resources against the overall needs. This will mean analysing any skill gaps and relevant CPD and facilitating for the implementation for the staff that are under your management.
7.	Responsible for creating, monitoring and planning the S5GC KPIs in relation to programme/project delivery, ensuring that a series of programmes/projects are delivered in line with the agreed success criteria and KPIs and disseminated to as wide an audience as possible to encourage additional projects to be commissioned. This position will focus on specific S5GC KPIs that relate directly to programmes/project delivery – assuring due diligence in reporting on the appropriate KPIs and ensuring contribution towards the S5GC vision, KPIs and success criteria for the organisation is achieved.
8.	Monitor, analyse and high level reporting on programme quality, risks, issues and lessons learned, whilst analysing and reporting to SMT on a regular basis. Creation of key reporting dashboards and scorecards will be critical to the role
9.	Lead on the implementation of an evaluation process for programmes and projects internally and externally to link with any future programme/project business case developments. Maintain and build relationships with key funders including but not limited to the S5GC Founding Partners and Scottish Government.
10.	Identify any areas for improvement with regards to service requirements and gaps in the service to ensure maximum return and customer satisfaction.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Educated to Degree and/or Masters level

E2 Change management qualifications

E3 Programme management – MSP/PRINCE or equivalent

Experience

E4 Relevant and substantial experience in change management & people management

E5 Change management expertise, delivering on time and within budgetary restraints.

D1 Senior level of reporting to, and influencing, senior management teams across multiple organisations to enable change and adoption.

E6 A track record in planning and delivering complex Digital programmes

Job Related Skills and Achievements

E7 Proven engagement, leadership and influencing skills to support effective team working across sectors.

D2 Experience in an innovation environment

Personal Attributes

E8 Team working

Other Relevant Factors

D3 Experience of liaising and directing both creative and technical teams

D4 Experience in building consortiums

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed Vinny Bryson, S5GC Operations Director (Vinny.Bryson@S5GC-scotland.com).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews will be held on a date to be confirmed.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

