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# Example of Manager Program Delivery Job Description

Our growing company is looking to fill the role of manager program delivery. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for manager program delivery

* Management of a governance structure with project teams of usually medium size (usually 5-15 team members)
* Project cost, schedule and resource management
* Management of project risks and mitigation strategies
* Management of the relationship with customers, partners and delivery suppliers, if required within the project scope
* Establishes and maintains relationships with local engineering and architectural firms to partner on potential projects
* Establishes and implements staffing plans for Project Managers and other directly reporting personnel to permit effective handling of current and projected workloads (as required)
* Consult with NA Ecommerce and Marketing team members and key stakeholders to coordinate key project and program needs and define a solution that will fulfill the requirements
* Prepare and manage Project Plans, including scope, objectives, timelines, key milestones, budgets and resource requirements, which ensure the successful delivery of the project
* Identify, negotiate and manage resource requirements within delegated projects
* Define and implement a project Quality Plan and Risk Plan working with senior employees and subject matter experts

## Qualifications for manager program delivery

* Consistently builds out program delivery capability within the team to enable a centre of expertise
* Ensures optimal deployment of program delivery current learning assets to meet the needs of the businesses supported
* Partners closely with Design team on ongoing currency and maintenance of current learning assets
* Partners with business representatives and Learning Business partners to create comprehensive plans for all existing/current L&D programs and curricula
* Provides deep subject matter expertise in program delivery including knowledge and modelling of external best practices, emerging trends, and vendors
* A current vehicle driver’s licence and the ability to travel locally, interstate and overseas