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# Example of Programme Manager Job Description

Our growing company is looking to fill the role of programme manager. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for programme manager

* Key relationship management of client and other stakeholders
* Sizing, scoping, planning, costing and managing project/programme delivery
* Management of issues, risks, dependencies, change control and quality deliverable production
* Supporting other parties in delivering a successful overall project
* Ensuring compliance tomcritical success factors/objectives of project and quality of delivery
* Must be dependable and reliable and accustomed to working under pressure and tight delivery expectations
* Planning and control of the project or programme, using the appropriate planning tools and templates to show activities, phases, milestones and dependencies
* Resource management to deliver the plan
* Strong communication with the project team and across projects within the organisation to ensure interdependencies are identified and managed, the team are motivated and achieve their objectives
* Budgetary management and reporting

## Qualifications for programme manager

* Maintains the motivation within the programme and supports the members of the programme in every way possible to ensure success
* Has a positive attitude and is open, honest and transparent especially during times of uncertainty and when significant issues arise
* Understands the organisational objectives and ensures that the members of the programme are fully aware of why they are doing what they have been asked to achieve
* Experienced in work estimation, sized, scoped, planned, costed several large scale complex software enabled business change projects and programmes, whole project lifecycle, delivering software and associated professional services, and transitioning those projects to support or managed service
* Bid and proposal management and production
* Managed large teams of people with demonstrable people management skills