Downloaded from <https://www.velvetjobs.com/job-descriptions/senior-program>

# Example of Senior Program Job Description

Our innovative and growing company is looking for a senior program. 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 senior program

* Work directly with ODSP teams to develop analytical best practices
* Oversee the inflow of classification programs and prioritize for deployment
* Perform audits on classifications on a monthly basis to ensure adherence to governance
* Partner with stakeholders across the company to understand their classification needs and use cases and help align their needs with solutions
* Support the team with metrics, generate various progress reports and conduct ad-hoc quantitative and qualitative analysis as needed
* Ongoing engagement with the product teams to review product roadmaps, assess operational impacts to the CST team, and to confirm launch timing
* Developing a mechanism for communicating upcoming releases that required testing or training support to CST leadership
* Develop and manage a product backlog to drive execution efficiencies
* Decrease the total operational weight of selected products QOQ
* Facilitating User Acceptance Testing (UAT) across all of CST and coordinate global efforts

## Qualifications for senior program

* Proven track record of delivering complex programs
* Experience of working within, influencing and networking within a matrix environment
* Conversant with program management methodologies and IT service Management (ITIL) standards
* Optional program management qualification (PMP/PgMP or MSP)
* Experience in leading both small (under 10) to large (over 50) teams
* Candidates experience must be aligned for future consideration for Senior Manager/Director level opportunities