



# Example of Group Program Manager Job Description

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Our company is growing rapidly and is hiring for a group program manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for group program manager

- Construct a project planning, reporting and tracking framework and benchmarks
- Lead selection and adoption of specific tools to facilitate compliance with established methodologies
- Ability to lead through influence, drive change and outcomes in complex matrixed environments
- Plan and coordinate education and training for project managers across SBG Care
- Develop and oversee detailed program planning frameworks that define project tasks, resource allocations, roles/responsibilities, expense forecasts, and delivery milestones
- Partner with cross-functional team members to ensure compliance with regulations, policies, standards, procedures, and associated documentation including but not limited to computer systems validation, SOX, and PM standards
- Create and maintain comprehensive program documentation in accordance with PMO standards
- Lead/coach program teams and facilitate communications and interactions amongst cross-functional representatives as needed
- Track/monitor day-to-day program activity against schedule, budget and objectives while reporting on status to stakeholders on a regular basis
- Track and reconcile program financials to ensure delivery within budget

## Qualifications for group program manager

- Instructor rated or civilian equivalent for no less than 6 years
- A minimum of 10 years' experience as a lead or senior program manager, product manager, or similar building world class platforms and services
- Ability to stay cool, collected and collaborative under pressure
- Knowledge of Lean, Agile, SCRUM practices/ methodologies is preferred
- Extensive experience managing large scale technology projects, working with both internally developed and vendor packaged solutions, is preferred
- Experience with security platforms