



Example of Programme Management Job Description

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Our company is looking for a programme management. 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 programme management

- Use past experience to proactively make suggestions to the team on process improvements
- Ensure all projects (client and internal) are managed in accordance with the company's project culture and quality management system
- Work with both the International Group and the EMEA PS Leadership team to standardize artefacts, methodology and governance across the wider project management team
- Implement a culture of full accountability for project profitability within the wider Programme and Project management group
- Work with the EMEA PS Management team to lead initiatives and culture towards a single joined up PS team within EMEA
- Play an active role in any International Group initiatives as appropriate and become an active member of the IG PS Leadership team
- Work closely with colleagues to ensure that a trained and motivated team of professionals is available to meet the needs of the business
- Line manage a departmental team, including objective setting and subsequent appraisals, development, coaching and training plans
- Assist in the planning and monitoring of general department initiatives
- Play an active part in creating a high performing team within the Company, positive participation in team meetings

Qualifications for programme management

- Delivery of the required project deliverables, within the specified time frame, within the specified cost and to the required quality level, ensuring that the Project delivers the benefits presented in the business case
- C-level stakeholder management and ability to manage across complex client organisations
- 5+ years of Practical Project Office/ Project Management experience
- Exposure to C-level executives and/or senior officers
- Demonstrated ability to build strong relationships with project stakeholders