**Job Title: Programme Manager**

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| Role Purpose (position scope) |
| As Programme Manager your role is to manage and deliver a collection of projects and changes as part of a large customer facing Operational Readiness Training programme. Your role is to support the Programme Director through ensuring your programme and its projects progress as per agreed plans and actions, facilitated by achieving the buy-in and contribution of expertise from across the Business.  Responsibilities vary but will include managing, updating and maintaining plans and documentation, tracking and reporting performance, dealing with day-to-day issues and actions, and monitoring and managing governance. You will work closely with the Programme Director and Senior Stakeholders to continuously develop the technology roadmap. A demonstrable track record in building customer relationships that deliver tangible business value is required. Ideally, you with have experience across areas such as Electronic Warfare Systems, Communication Systems and Connectivity, Aircraft Platform Systems, and Business Improvement.  You will play a proactive role in supporting the programme to apply the Draken standard programme and project management frameworks, controls and tools to support the business to deliver the outcomes the programme needs. Ideally, you will |

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| Line Manager | | Dotted Line | Direct Reports | Dotted Line |
| Programme Director | None | | None | None |

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| Key Responsibilities |
| * Maintain the programme plan and track the status of programme and project deliverables and milestones through engagement with Project Managers and subject matter experts. * Work with business areas to produce the schedule, risk register and full suite of programme documentation to ensure a successful delivery. * Take ownership of day-to-day priorities and delivery, identify and manage actions to address shortcomings with stakeholders, and escalate issues if necessary. * Ensure conflicting priorities, risks and issues are managed proactively. * Promote engagement across all stakeholders through excellent communication and promoting collaboration. * Be able to proactively manage barriers to progress, working with teams to identify options and solutions, and able to determine when to escalate to the Programme Director. * Monitor status of projects and programme progress, co-ordinate and produce project and programme reporting as required by the Programme Director. * Ensure continuous alignment with overall programme needs and priorities in consultation with the Programme Director. |

| Skill | You should be able to: |
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| Application of Project and Programme Management Methods and Tools | * Apply project and programme best practice as per the Draken Delivery Framework. * Apply appropriate tools, techniques and controls to support day-to-day management of programme priorities. * Help sponsors and stakeholders to understand and fulfil their role in successfully landing projects and changes. * Continuously improve effectiveness of processes in area of expertise. |
| Planning and Organisation | * Work with sponsors and stakeholders to identify and address barriers to progress, to ensure projects and changes are delivered to plan. * Use appropriate techniques for estimating, planning and scheduling. * Adjust plans, priorities, timelines and approach when appropriate to make best use of time and resources. |
| Communication and knowledge sharing | * Be willing and able to share information, good practice and expertise with others. * Present sound and well-reasoned arguments to convince others using a variety of methods. * Work to create and sustain a team ethos and collaborative environment across all on-site stakeholders and resources. * Have a service delivery mindset. |
| Change Control and Configuration Management | * Respond promptly to critical events and requests for change, assessing potential impact on scope and objectives. * Ensure the application of a change control process. * Use version control and controlled distribution of documents. |
| Leadership and Teamwork | * Build and sustain positive relationships with team members and customers. * Respect and value others and be sensitive to their differing needs and values. * Play a full part in the team and help to achieve team goals. * Take the lead when appropriate. * Be responsive to changes in customer needs and expectations. |
| Tools and Systems | * Proficient in MS Project, Project Web App. * Proficient across suite of Microsoft 365 applications. |
| Knowledge and Experience | * Knowledge or experience in aircraft operations, aircraft engineering and/or systems engineering lifecycles would be beneficial. |

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| Key Measures |
| * Provision of programme management with the aim of delivering on time and to a high standard. * Effectiveness of support to the Programme Director * Ability to understand, plan and manage near and medium term priorities. * Generation and delivery of all required project and programme metrics/reports to the standard required and in a timely fashion. * Proactive identification and ownership of problems and issues. * Proactive identification and ownership of opportunities. |