

ROLE TITLE	Programme Manager
DEPARTMENT	Business Change Team
OPERATING ASSOCIATION/ DIRECTORATE	Corporate Services
RESPONSIBLE TO	Director of Programmes
RESPONSIBLE FOR	TBC (combination of line and matrix mgt)

ROLE PURPOSE	<i>One or two sentences giving a simple statement of why the role exists</i>
<ul style="list-style-type: none"> • To manage the design process for the C&C operating model, and the delivery of a transformation business case • To lead the programme of change to deliver the outcomes desired in the business case 	

ACCOUNTABILITIES / RESPONSIBILITIES	<i>Statement of the main areas of accountability and responsibility</i>
<p>Accountable/responsible for:</p> <ul style="list-style-type: none"> • Leading and planning the design phase of the Operating model • Development and delivery of the programme business case • Establishing appropriate governance for all phases of the programme • Day to day leadership and management of the programme and its deliverables • Planning the programme tranches including dependency management within the programme and out to the broader portfolio • Leading the programme team including direct management, matrix management, and recruitment • Stakeholder management and communication • Managing the programme budget, and delivery of benefits during the life of the programme • Resource planning and allocation supported by PMO • Provision of appropriate management information to inform decision making • Management of 3rd party relationships delivering to the programme • Risk and issue management at programme level • Coaching programme team members where required • Aligning with and working within relevant organisational standards, governance, and processes e.g. standing orders 	

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	<i>The tools needed to do the role</i>
Essential	<ul style="list-style-type: none"> • Programme management qualification or equivalent experience • Experience and track record of leading broad, multi-functional business transformation • Experience of the process to develop an operating model and build a business case for delivery • Knowledge and proven experience of programme management tools and techniques • Proven experience of working with, and influencing senior stakeholder groups • Proven experience in people leadership in a matrix environment • Proven experience in change management • Experience of managing multiple 3rd party suppliers • Ability to manage complexity and a rapidly changing internal & external environment • Demonstrates the tenacity and resilience that a challenging programme require
Desirable	<ul style="list-style-type: none"> • Experience in property based businesses including repairs and maintenance op models • Consultancy experience

Orbit is an Equal Opportunities Employer and all staff are required to read and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	