United Kingdom Jobs Expertini®

Programme Manager

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Company: Insight Executive Group

Location: London

Category: construction-and-extraction

Programme Manager

FM - Project Management

East London

£70,000 to £75,000 + Car (or allowance) + 25% Bonus

Insight Executive have teamed up with a leading Facilities Management Service Provider to recruit for a Programme Manager to lead the lead the overall delivery Programme for lifecycle works & major variations.

The works are part of a TFM (total facilities management) contract to provide reactive and lifecycle projects including building services; fabric, minor construction and installations up to £2m acting as the Principal Contractor. The role is to support and guide the project managers in role and take an active role in delivering the works in order to meet the business objective.

The Programme Manager should have an engaging and positive attitude to cross-functional working as well as proven technical skills to problem solve within a TFM Project environment. This role is the primary liaison with the client for reporting programme, progress and

financial status. They must be analytical and bring good excel and possible dashboard skills to the business.

Key responsibilities of the role

- * Proactively lead the Project team at the delivery level
- * Lead in the proactive management and development of effective working relationships, ensuring Senior Client's needs are understood, and conversely delivery expectations are understood across the internal stakeholder
- * Strong commercial awareness
- * A good understanding of the JCT contract
- * Ensure that Programme and progress is communicate effectively, ensuring the true status is clearly understood by all parties
- * Responsible for Programme and budget reporting ensuring that billing is accurate and timely
- * Track the forecast and priority of works and the team capacity in order to meet business critical requirements
- * Awareness of the key business objectives for both project works and the wider contract
- * Identify opportunities for project work growth to drive further profit for the company
- * Planning and organizing of effective resources of the projects team and contractors
- * Act as role model for project management best practice; both technically and behaviorally
- * Ensure standards, regulation are followed, such as CDM

* Ensure H&S is a priority across all the works being deployed and governance is in place
* Prepare and distribute all necessary reports and documentation in a timely and
professional manner to relevant stakeholders to enable monitoring, control and
communication
* Advise and influence the team using knowledge and experience with regards to major
project works where applicable
* Solve problems and make decisions based upon skills and extensive knowledge with regards
to Programme of project work
* Establish and maintain mutually trusting relationships with key client stakeholders
* Ensure that cost approval governance is followed when items exceed cost forecast
* Attend Client meetings as directed in relation to Programme reporting
The person specification:
* Management experience
* Senior PM or Head of Projects with relevant role experience.
* CDM experience
* Budget management experience and commercial awareness.
* Experience of managing Client facing multiple Project Works services, across a diverse multi-site TFM portfolio.
* Well-developed communication, influencing and motivational skills

* Cost management and control, and quality monitoring

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