

# Programme Manager

**Lux-Advisory** is a company specialized in project management and business analysis. Our consultants take part in European or International projects. To support the increase of our activity, we are currently looking for a **Programme Manager Consultant**.

## MISSION

- Programme Managers manage a significant change programme. Programmes can typically be across more than one country, primarily impacting on a single business line or function and can be made up of projects to execute the change and may include sub-programmes to deliver specific outcomes. Programme Managers are required to lead the change initiative, take strategic decisions, operate at an executive level, and manage global stakeholder and sponsor relationships. Programme governance must be established in line with Group transformation governance
- The consultant will not be subject to close supervision and will be expected to exercise independent initiative and judgement in proactively overcoming obstacles to success, dealing with uncertainty, and changing circumstances, such as interdependencies, opportunities, or risks. He / She will be expected to adopt an agile and flexible approach to work and an outstanding level of professionalism and conduct
- The Programme Manager will plan, mobilise, and direct a change programme from inception to closure. The Programme Manager is responsible for deploying frameworks and instilling good programme disciplines. Specifically, the consultant has end to end responsibility for all aspects of the programme, defining and planning the programme, managing mobilisation, controlling execution, and managing implementation, change and benefits realisation
- The Programme Manager will often play a people / team management within the projects / programmes they work on, the consultant may also have line or assignment management

## RESPONSABILITIES

### Value Creation

- Oversees the development of a well-defined programme plan
- Coordinates planning across multiple Project Managers and delivery partner teams. Plans effectively around delivery constraints and optimises the plan to maximise benefits and minimise risk
- Actively manages and co-ordinates the programme plan/roadmap, handling changes as they arise and keeping stakeholders focused on the agreed change outcomes and benefits
- Baselines the plan requirements, designs, budget, and scope during Programme Definition. Manages changes through the change control process. Challenges and intervenes where there is scope creep, budget overrun, plan slippage and benefits
- Obtain sponsor and stakeholder sign-off for deliverables, formally close programme, assess stakeholder satisfaction and capture feedback. Captures key learns from each programme and feeds back into Global Transformation methodologies and best practice
- Anticipates and identifies existing or emerging risks/issues
- Oversees the tracking of strategic programme risks/issues/dependencies, assesses the impact on the benefit realisation for the programme and takes action to minimise impact, actively challenging and removing obstacles

### Operational Performance

- Produces a well-defined programme plan, sets the key workstreams/milestones, and assigns project managers
- Provides timely reports on programme status, risks, and issues, evaluating programme performance based on management information
- Reviews and constructively challenges project / workstream status reports and ensures all aspects of programme performance are being managed effectively
- Manages and reports project risks, issues, and dependencies, promoting good risk management across the programme's workstreams
- Maintains project change control, ensuring any changes to baseline are managed through change request and all impacts are considered

- Ensures programme and project teams follow quality assurance

### **Capability and People Development**

- Identifies the resource requirements of the programme, requesting the appropriate resource by skill set and/or experience
- Ensures good project induction and orientation – i.e., the team understand the programme context; programme and workstream structure/content, stakeholder importance and how this links strategy
- Defines high level responsibilities and objectives for project and programme teams
- Management and control of change programme with ambitious goals and high change requirements
- Defining the approach and dealing with complex requirements and unique projects
- Management of stakeholders and sponsors
- Managing complex teams and working with multiple delivery and business partner teams

## **SKILLS**

### **Knowledge**

- Outstanding understanding of Group structures, processes, and objectives
- Strong understanding of banking and understanding of how change drives benefits, its customers, and other stakeholders
- Very strong knowledge of the external environment – regulatory, political, competitors etc
- Understanding of the delivery organisations – global mindset, understanding of delivery partners etc

### **Experience**

- Proven ability to work across regions whilst maintaining a global perspective
- Proven ability to work with senior stakeholders and business sponsors
- Delivery of large-scale complex programmes at pace, developing high performing interchanging teams to support delivery at each stage
- Strong people and team management experience
- Proven implementation, change management and benefits realisation experience

### **Capabilities**

- Planning and Plan Management
- Process Re-engineering
- Risk and Issues Management
- Lead Self and Others
- Change and Implementation Management
- Financial and Budget Management
- Tracking, Reporting and Governance
- Stakeholder Management
- Impactful communication
- Resource and Team Management
- Delivery at Pace
- Embracing change
- Collaboration
- Problem solving and Critical Thinking

### **Qualifications and Accreditations**

- University graduate with a degree in business or a related subject or equivalent qualification
- Working experience in a client-facing business environment and at least 3 years in a similar position
- Excellent command of English, both written and oral
- Working knowledge of at least one further European language would be a definite advantage
- Excellent communication skills with clients/staff of all levels – over the telephone and in writing
- Good intermediate experience of office software
- Ability to work within time constraints

## **CONTACT**

- Please send your CV and cover letter to [hr@lux-advisory.com](mailto:hr@lux-advisory.com)