

Career Family: Project and Programme Management

Grade: 6

Role summary

You'll work with minimal supervision on activities and projects within the framework of the agreed operating plan for your area. You may have responsibility for leading and motivating a small team to deliver initiatives, bringing together subject matter experts across SE to meet project needs.

You will provide policy or technical advice and guidance while developing initiatives to identify, extend and reinforce SE's activities and reputation.

Your key responsibilities can be divided into three categories: Innovation and Problem Solving, Communications and Engagement, and Responsibilities and Deliverables.

Innovation and Problem Solving

For a Project and Programme Management role at Grade 6, you'll be required to:

- Apply your specialist, technical and professional expertise to make decisions where solutions are not obvious – with a focus on delivering a professional service (as an individual or through a team) to meet the customer or stakeholder requirements.
- Think about what needs to be done in specific situations where there may be significant complexity.
- Create solutions by carefully choosing and applying the right option from a wide range of procedures, while considering how you will deliver against targets.
- Negotiate some changes to project and programme specifications with partners and report to the board.
- Generate original ideas and solutions by sharing your specialist know-how, offering advice to meet the needs of the portfolio. Your focus is on using conceptual understanding (through applying a theoretical, specialist or technical discipline) rather than experience of practical applications.
- Identify additional service requirements or service shortfalls, and co-ordinate or design delivery of innovative solutions to maximise the quality, efficiency and continuity of our services.

Communications and Engagement

For a Project and Programme Management role at Grade 6, you'll be required to:

- Interact with others using highly developed skills to motivate, influence and persuade.
- Represent and promote SE at internal and external meetings or events, making sure our interests are appropriately represented and acted upon.

- Proactively contact and engage with other areas of SE to develop new processes and supporting systems which support our portfolio of customers.
- Establish and maintain strong relationships with customers, stakeholders or partners across a diverse community and a wide range of potential opportunities.
- Liaise with customers and stakeholders proactively and reactively to build relationships, share information and co-ordinate activities in a timely and effective manner.

Responsibilities and Deliverables

For a Project and Programme Management role at Grade 6, you'll be required to:

- Monitor and report through-the-line on service delivery activities, spend and outcomes for a given range projects and programmes.
- Source, review, and provide feedback in relation to major grants, investments, projects and programmes.
- Prepare approval papers for projects/grants/programmes, ensuring compliance with approvals process and procedure to secure approval in the most efficient manner.
- Oversee operational management of a portfolio of activities with major impact or complexity, within a clearly defined programme of work.
- Advise on the analysis and interpretation of data, identify trends and test solutions to support the approval process and resolve project challenges
- Identify additional grants or projects requirements, and co-ordinate or design innovative solutions to achieve project milestones and deliverables.
- Review and update project policies and procedures, and provide adaptive support within and across programmes.