

Job Title:	Technology Programme Manager
Department:	PM
Last Updated:	01.08.2025
Version:	2

ROLE TITLE: Technology Programme Manager

Reports to: Business Unit Director

Direct reports including contractors: TPL. PMO

Budget: Project portfolio £1m - £5m

Key relationships: Management of multiple customer relationships. Engineering capability resource. Management board. Funding bodies.

ROLE PURPOSE:

A TPM is accountable for the successful delivery of a portfolio of projects that deliver novel technologies in existing market sectors.

The TPM will be accountable for the effective utilisation of allocated resources across multiple disciplines to deliver project outcomes. In addition the TPM is expected to work with the wider PM team to balance priorities into the capability teams to enable optimal loading of work.

In fulfilling project objectives the TPM will be expected to develop existing customer relationships to offer new and further development opportunities that meet the strategic objectives of the NCC whilst matching these objectives with customer technology development strategies and market opportunities.

MAIN ACTIVITIES:

Programme Management

- Accountable for successfully managing multiple projects through the 6 phases of a project lifecycle: initiation, requirements capture, planning, execution and closure.
- Ensure robust project disciplines are in place including - maintaining a balanced portfolio or risks and opportunities, implementing effective change control, project reporting, customer & stakeholder communication.
- Manage project complexity and novelty to provide customer solutions that balance the customer expectations with NCC capability ensuring a win-win result is achieved.
- Actively engage in the development of project management tools & techniques
- Ensure all projects adhere to NCC quality, health and safety processes and actively promote a positive H&S culture within the team.

Customer Relationship Management

- Develop and maintain appropriate relationships with the customer liaison representative(s) and project stakeholder(s) to ensure customer focus is maintained on all elements of project delivery
- Work with existing and new customers to develop sector exposure to contribute to the overall NCC strategic roadmap goals
- Grow the existing customer project portfolio through additional PV and CR&D funded projects, where possible leveraging new capability developments in the centre

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Sales and Operations Planning

- Ensure robust quarterly forecasting is in place for all existing and pipeline projects within sector portfolio.
- Analyses monthly performance against forecasted project profile and provide clear variance analysis where required
- Improve the NCCs profitability through effective resource utilisation
- Based on analysis and review of performance identify any business improvement activities that would contribute to the overall success of the NCC operational performance

Technology

- To provide technical input, problem solving and support to technical authorities in the execution of projects
- Act as technical authority (TA) or Independent Reviewer (IR) where nominated on behalf of capability team.

People management

- Manage a high performance cross functional team to deliver all projects
- Direct line-management accountability for TPL(s) & PMO(s) within sector group including providing clear, SMART objectives in line with GOALS requirements and review on a monthly basis.
- Role model inspirational leadership qualities and values to motivate employees to be the best that they can be
- Embed a culture of personal development through regular personal development reviews and planning
- Delegate project management responsibility to the TPL(s) as appropriate

This Job Description is not an exclusive or exhaustive list of all activities that an individual in this position may be asked to perform. You may be required to undertake other responsibilities or activities, as requested by your line manager, to support your team or wider NCC activities.

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PERSON SPECIFICATION

Essential	Desirable
<u>Qualifications/Experience</u> <ul style="list-style-type: none"> ■ Minimum degree level qualification (or equivalent) in engineering with additional specialist Project Management qualification – preferably APMP ■ Strong knowledge and experience of composite engineering processes ■ Proven direct line-management experience of multi-functional teams. ■ Strong customer relationship management skills 	<u>Qualifications/Experience</u> <ul style="list-style-type: none"> ■ Management of research and development projects ■ Change management / LEAN six sigma qualification ■ Management of teams in a matrix organisation ■ Experience of managing projects funded by UK / EU grants
<u>Behavioural Competencies</u> <ul style="list-style-type: none"> ■ Ability to set clear priorities and drive for results ■ Prove ability to build and develop effective teams to deliver programmes ■ Strong interpersonal skills to get the best from all relationships ■ Ability to motivate others through creation of shared objectives and vision ■ Strong negotiation skills with proven ability to develop win-win solutions ■ Capability to work autonomously 	<u>Behavioural Competencies</u> <ul style="list-style-type: none"> ■ Awareness of people factors in change management programmes