**ROLE TITLE: Advanced Technology Programme Manager**

**Reports to:** Head of Delivery (Line Manager), Head of Programmes

**Direct reports including contractors**: TPMs, ATPLs, TPLs, associate TPLs

**Key relationships**:

* Head of Delivery for specific business area
* Head of Programmes
* Other ATPMs
* Project Management team

**ROLE PURPOSE:**

* The ATPM is responsible for the effective management and governance of the project portfolio for their delivery team in accordance with the NCC PM processes and tools.
* Whilst an ATPM may manage some smaller projects directly, the primary focus of the ATPM is to ensure that their project portfolio is delivered to time, cost and quality by ensuring that appropriate PM resource is deployed, supported and held to account for the delivery of projects within the portfolio.
* In addition to the live project portfolio, the ATPM will contribute to and support the business development activities of the delivery team by working on bids directly or by ensuring that bids are adequately resourced and executed.
* The ATPM will work with the business resource manager, head of programmes and other ATPMs across the NCC to actively manage the workload of the PM team and ensure that the team can flex to support the NCC’s business level objectives and overarching strategy.
* The ATPM is line managed by the Head of Delivery for the delivery team with the ATPM having line management responsibility for the project managers in their area. This line management may be delegated to TPMs where appropriate.
* The ATPM also reports to the head of programmes. The ATPM will work with the Head of Programmes and the other ATPMs to develop, maintain and refine the NCCs project management processes and tools. The ATPM is the conduit through which new tools and processes are deployed concurrently across the NCCs different delivery areas and is responsible for ensuring correct processes and tools are used by the PMs in their portfolio.

**MAIN ACTIVITIES**:

Programme Management

* Responsible for project governance of projects within the ATPMs delivery area and accountable for the project delivery to Time, Cost and Quality. Delegation of responsibility for project delivery to the PM team.
* Work with the PMs to support project delivery and act as a point of escalation where projects are under achieving in terms of Time, Cost and Quality.
* Work with the other ATPMs, Head of Programmes, Business Resource Manager and Delivery Portfolio Manager to develop, maintain and refine the NCC’s PM processes and tools. The ATPM is responsible for ensuring that these tools and processes are deployed and utilised correctly by the PM team within their delivery area.
* Ensure all projects adhere to NCC quality, health and safety processes and actively promote a positive H&S culture within the team.

Customer Engagement and Business Development

* Lead and support the sector project team in the development of bids. Accountable for the delivery of bids to customer.
* Develop and maintain appropriate relationships with the customer representative(s) and project stakeholder(s)
* Work with existing and new customers to develop sector exposure and contribute to the overall NCC strategic objectives.
* Grow the existing customer project portfolio through new memberships, additional PV and CR&D funded projects, where possible leveraging new capability developments in the centre
* Represent the NCC as the account manager for key accounts for strategically significant customers or targets, focussing on delivering in accordance with their expectations and actively seeking opportunities to expand the account, supporting the growth objectives of the NCC

Sales and Operations Planning

* Ensure robust portfolio forecasting is in place in line with NCC’s forecasting processes and tools.
* Analyse actual portfolio performance against forecast and provide clear variance analysis.
* Ensure an appropriate balance of portfolio growth, project impact and financial sustainability through utilisation of PM resources.

People management

* Manage a high performance cross functional team in the delivery of the assigned portfolio.
* Direct line-management accountability for TPM, ATPL, and TPLs within sector group including providing clear, SMART objectives and regular review.
* 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.
* Ensure that the sector PM team is adequately resourced to meet the current portfolio delivery requirements
* Ensure a resource profile and recruitment plan is recommended to the Head of Programmes and head of delivery to enable delivery of the future programme delivery requirements
* Able to set clear expectations for the PM team and create the culture of personal accountability that is required to deliver against Time, Quality, Cost and Scope objectives.
* Able to work effectively and negotiate with other key NCC functional teams and managers to ensure programme delivery is maintained and projects are supported.
* Able to effectively manage in-direct reports to ensure programme support and effective deployment and performance within projects.

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.

**PERSON SPECIFICATION**

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| Essential | Desirable |
| Qualifications/Experience* Minimum degree level qualification (or equivalent experience) in appropriate specialism
* Specialist Project Management qualification
* Extensive experience of successfully managing complex programmes of activity with multiple stakeholders in an appropriate specialist area
* Proven direct line-management experience of multi-functional teams.
* Strong customer relationship management skills
 | Qualifications/Experience* Demonstrable experience of successfully managing complex research and development projects
* APMP qualification (or equivalent)
* Change management / LEAN six sigma qualification
* Management of teams in a matrix organisation
* Experience of managing projects funded by UK / EU grants
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| Behavioural Competencies* Ability to set clear priorities and drive for results
* Proven 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
* Strong and effective communication skills with demonstrable ability to communicate with influence
* Ability to add value to the wider organisation, supporting and defining the strategic direction of the programme management team and the NCC
 | Behavioural Competencies* Awareness of people factors in change management programmes
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