



POSITION INFORMATION SHEET (Non Collective)

Position Title	Senior Programme Manager
Title of Supervisor	Engineering Director
Title of next level Supervisor	Managing Director
Location	Sheffield Operations
Hours of work	37.5 hours per week
Salary	Negotiable

Job Summary

The Senior Programme Manager position will be instrumental in planning, overseeing and executing significant growth and capital expenditure budgets as the company accelerates through its journey to becoming the UK's preeminent metals producer. This is an autonomous high profile role with regular interactions with the senior leadership team and board, with a view to eventually joining the Senior Management Team. This is a broad role that could encompass all aspects of the business as it strives to improve product, process and profit. Regular interactions with the company's other entities in overseas locations will also be required.

Primary Duties and Responsibilities

- Defining the controls, procedures, and reporting frameworks that relevant project managers must follow
 - Identifying and controlling the independencies between projects to ensure one project does not negatively impact another
 - Reviewing the progress of all projects within a programme, checking against the programme plan, and initiating counter measures where necessary
 - Ensuring exemplary Safety standards are maintained by utilising Risk Assessment and change management methodologies
 - Approving Project Scope documents to ensure the clear and common understanding of agreed objectives and standards are established as the basis for project planning
 - Communication of projects to the wider business and engagement of employees
 - Create and deliver presentations to the Board of Directors on project progress
- Whether it be product development, system improvement or new equipment the senior program manager is responsible for a smooth and seamless handover from the project to embedded business as usual activity.

Skills, Experience and Qualification

Desirable

- PMI, PRINCE2 or equivalent certified
- In-depth Knowledge of programme and Project management methods and principles
- Exceptional leadership and organisational skills
- Ability to influence a team and program outcomes, within a complex highly regulated organisation
- Good interpersonal and leadership skills
- Attention to detail and time management
- Excellent written and verbal communication
- Demonstrable experience of implementing high value / multi-faceted projects £1m+
- IOSH or NEBOSH Qualification
- Knowledge of LOLER / PUWER/ L8 regulations
- Able to use Microsoft Project, or equivalent project management software to report on project progress
- Experienced working with AutoCAD or similar design software to product design specifications

Demonstrable

- Project Management experience
- Qualified in Lean management, including process flow and value stream mapping
- Problem solving & root cause analysis experience
- Ability to prioritise & deliver major projects
- Flexibility within the working hours
- Willingness to travel abroad for short periods of time for key equipment supplier engagement

Qualities & Attributes

- Strategic planning & alignment
- Governance and structure
- Risk and change management
- Leadership and stakeholder management
- Resource and budget management