



**Job Title**: Procurement Programme Manager

**Department:** Corporate Programme Office

**Reports to:** Principal Programme Manager

**Direct Reports:**

**Main purpose of the job**

* Working with stakeholders of all levels to ensure our portfolio of procurement activity is efficiently and effectively planned, delivered and embedded.
* Ensure initiatives are aligned with the strategic goals and compliance requirements of the organisation and procurement, deliver measurable value, and achieve intended business outcomes.
* Maintain/manage the portfolio project pipeline, including prioritisation, resource allocation and performance monitoring.
* Serve as the primary point of contact for the procurement portfolio, regularly communicating progress, risks, and outcomes to executive leadership, Procurement business area and key stakeholders.
* Serve as a trusted advisor to business and stakeholders, ensuring that initiatives are grounded in best practices and innovation, advocating and leading on change management efforts to drive adoption of new portfolio ways of working across the organisation.

**Responsibilities**

**Portfolio Management**

* Reporting to the Principal Programme Manager, you will work closely with our team of project and programme managers, procurement specialists, colleagues and suppliers to ensure our portfolio of procurement activity is efficiently and effectively planned, delivered and embedded.
* Close liaison with all business areas and project teams to understand delivery risks and issues, factoring the impact of these into the overall portfolio delivery plan.
* Analysing the Procurement portfolio risks, judging the severity of them and ensuring the optimum mitigation actions are put in place to proactively minimise these risks, escalating when needed.
* Have a thorough understanding of the Authority’s strategic objectives which will help and inform portfolio prioritisation and effective decision making.
* Communicating often highly complex, sometimes contentious, information relating to projects and programmes to small and large groups, up to Board level, in a clear, concise and easily understood manner
* Engaging in the business planning process for short, medium and long term strategic planning and provide advice regarding appropriate processes and resourcing and scheduling
* Be responsible for preparing and maintaining the Procurement Portfolio plan and periodically publishing / presenting this to the Head of Procurement.
* Where appropriate contribute to the review of OBCs (Outline Business Cases) and FBCs (Full Business Cases) to support the investment. In particular lead the option appraisal of various solutions in terms of cost, benefits and risks.
* Develop and maintain a strong working relationship with all colleagues and stakeholders of the Procurement Portfolio.
* Instigate & maintain a consistent approach to delivery across the portfolio whilst adhering to formal governance structures
* Develop and leverage lessons learned capabilities to identify findings to improve future delivery success.
* Identify and assists in the definition of dependencies; proactively managing these with awareness of the impacts.
* Supports the allocation (and changes to) internal resources within the portfolios (or sub portfolios) assessing the impact and offering pragmatic solutions.

**Delivery Assurance**

* Work with Programme leads to apply an appropriate governance model on all Procurement activities within Programmes and Projects, which covers; establishing delivery processes, procedures, a structure for communication, implementation and monitoring and ensuring that policies and best practice are followed.
* Manage and prepare information for the Procurement Programme Board, identifying and escalating issues and risks
* Manage the financial performance of the Procurement portfolio, ensuring budgetary constraints and opportunities are clearly understood and adhered to and value is delivered in line with financial objectives.
* Facilitates forums to promote visibility and alignment between related activities/projects within portfolio
* Provide other management information as required to the Executive team, Senior Managers and other stakeholders.

**Strategic Leadership**

* Translate business goals into actionable delivery strategies, ensuring alignment with corporate objectives.
* Develop and execute communication, training, and support plans to ensure seamless integration and buy-in from end-users for new ways of working.

**Other:**

* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role;
* Act in accordance with the behaviours and values of the Authority;
* Translate strategy into operational processes and procedures;
* Identify opportunities and implement change leading to team development, system improvement and good value for money;
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives;
* Carry out any further reasonable requests from your line manager.

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports The Mining Remediation Authority’s business priorities | **5** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **5** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **5** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **5** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside The Mining Remediation Authority, to achieve results | **5** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **5** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **5** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **5** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **5** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **5** |

**Person specification**

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| **Job Title:** Portfolio Delivery Manager **Department:** Programme  |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Appropriate level equivalent experience
* Portfolio, Programmes and Project Offices (P3O) Practitioner (or)
* Management of Portfolio (MoP) Practitioner
* Desire to continue to learn and develop professionally
 | * PRINCE2 Practitioner or equivalent experience
* MoR Practitioner
* MSP Practitioner or equivalent experience
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| **Experience and Knowledge** | * Experience of Portfolio management
* Experience of leading Programme Management Delivery
* Experiencing of knowing what good looks like and can demonstrate your role in delivering it.
* Experience of managing and prioritising a varied and demanding workload
* Knowledge of Project Management best practice
 | * Budget management
* Knowledge of Association of Project Management (APM) and Axelos best practice frameworks
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| **Skills and Abilities** | * A track record of building collaborative working relationships at all levels – senior, peer, reports, supply chain and external stakeholders
* Ability to persuade and influence at high level
* Expert planning and organisational skills
* Accuracy and attention to detail
* Identification of risks and ensuring appropriate control measures are implemented and monitored
* Excellent verbal and written communication skills
* Ability to develop constructive professional relationships with internal and external customers
* Ability to deal with ambiguity and balancing conflicting demands
* Engage and operate effectively with stakeholders at all levels
* Ability to deal with a varied and urgent workload
* Delivery of training and presentations
 | * Skilled using MS Project Online
* Skilled with other Portfolio Management and Risk Management tools
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