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| A | **Post Details** | | | | | | | | | | | | | | | | |
|  | Job Title: | | Major Programmes Scheme Project Manager | | | | Function: | | | Engineering | | | | | | | |
|  | Location: | | 4ML | | | | Unique Post Number: | | |  | | | | | | | |
|  | Reports To: | | Senior Project Manager | | | | Grade: | | | MG1 | | | | | | | |
| B | **Purpose of the Job** | | | | | | | | | | | | | | | | |
|  | The Major Programmes Team delivers large enhancement and business change projects and programmes both internally and in partnership with Network Rail, the Department for Transport and other operators or third party funders. The team is responsible for delivering a series of programmes within Southeastern which include a rolling stock cascade programme, the rollout of eTicketing, developing a closer alliance with Network Rail, depot improvement programmes, system replacements and other business change and continuity programmes.  The purpose of this job is to take accountability for managing selected projects from the portfolio, and being responsible for the planning and execution of specific projects or tasks within larger programmes, ensuring it is all delivered into business as usual. The role must effectively identify, manage and update stakeholders at all relevant points through a project, programme or task.  Responsibilities for the job include stakeholder management, planning, design, execution, monitoring and controlling aspects of each project, ensuring that they are delivered into the business on time, to scope and to budget.  Interfaces with various third parties including the Department for Transport, Network Rail, other Train Operating Companies, RDG and GBRT team will be managed as appropriate.  This role will support the Senior Project Manager on larger programmes or projects to deliver specific tasks or projects aligned to the overall programme or project objective. | | | | | | | | | | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | | | | | | | | | | |
|  | Working within the Major Programmes team, principal accountabilities include: | | | | | | | | | | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10  C11 | Clarifying all project objectives, requirements and assumptions.  Developing and maintaining project plans and other project documentation according to the Major Programmes Management System.  Ensuring that all deliverables are achieved to the appropriate levels of quality, on time and within budget, in accordance with the project plans; collating all project documentation, with tight configuration management control, storing documents securely.  Identifying resources needed to assign individual responsibilities; informing the team of their roles and responsibilities throughout the project (use of RACI charts); managing progress against the plans; reviewing deliverables; being responsible for the quality assurance and overall integrity of the projects.  Managing small budgets under the supervision of the Senior Project Manager and where applicable, look to claim costs back via the appropriate industry mechanism (e.g. station change, network change)  Managing interfaces and dependencies to and with other projects.  Running or supporting the Senior Project Manager in running any project team meetings and managing and co-ordinating project governance, recording all necessary information.  Identifying risks and managing mitigations, reducing any exposures; tracking and managing the resolution of risks and issues; managing Changes.  Reporting progress to the Senior Project Manager and Head of Major Programmes as required: producing period reports and dashboards as agreed.  Identifying and managing stakeholders, including any internal consultation, associated with the project, and producing and maintaining stakeholder management plans and communication plans.  Producing business change project plans, and tracking delivery against these, if applicable, for the project. | | | | | | | | | | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | | | | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | | | | | | | | Yes |  | | No | | **🗸** |
| D2 | This is a KEY SAFETY POST | | | | | | | | | | | Yes |  | | No | | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | | | | | | | | | | | Yes |  | | No | | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | | | | | | | | Yes |  | | No | | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | | | | | | | | Yes |  | | No | | **🗸** |
|  |  | | | | | | | | | | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | | | | | | | | | | |
|  | None | | | | | | | | | | | | | | | | |
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| E | **Decision making Authority** | | | | | | | | | | | | | | | | |
| E1  E2 | Dependant on the project. Significant costs and impacts on passengers and / or staff to be managed and controlled with support from the Senior Project Manager.  External – as agreed with relevant third parties (e.g. DfT and Network Rail). | | | | | | | | | | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | | | | | | | | | | |
| F1  F2  F3  F4 | Understanding the impacts operationally, commercially and technically of the project activities along with interfaces with other projects.  Keeping the project teams and all Southeastern staff fully briefed on plans and progress and managing the ‘virtual’ teams.  Managing third parties, external suppliers, Network Rail.  Meeting the project milestones. | | | | | | | | | | | | | | | | |
| G | **Person Specification** | | | | | | | | | | | | | | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.  The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85 by 18**.    **Leading Southeastern**  X:\hr\Career Development\Leading Southeastern\Leadership Model Diagram.jpg  All shortlisted candidates seeking promotion will be assessed against this framework.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | | | | | | | | | | | | | |
| G1 | Experience, Knowledge & Qualifications Essential:   * Experience of delivering projects * Experience of managing multiple parties * The ability to manage multiple, complex activities * The ability to create a sense of teamwork amongst the disparate members of the project team * High standard of written and oral English   Desirable:   * Project Management Qualification (e.g APM or PRINCE2) * Working knowledge of a Train Operating Company * Knowledge of planning tool(s) * Experience of budgetary control and resource allocation procedures * Experience in contractual and financial management | | | | | | | | | | | | | | | | |
| G2 | Skills (including any specific safety critical competencies)  * Clear communicator – both oral and written. * Able to coordinate groups of people to deliver multiple tasks. * Supportive of others and able to positively challenge, creating an open environment for the project teams to operate in. * Strong analytical skills and the ability to digest and resolve complex problems. * Understanding of the commercial environment of a Train Operator, and able to apply that to project delivery. * Able to deliver to tight timescales. * A quick learner, who is flexible and open to new ideas. | | | | | | | | | | | | | | | | |
| G3 | Behaviours Influencing – Gains commitment to deliver the desired result, through the use of a range of interpersonal skills, focussing on persuasion, negotiation and selling    Quality Orientation – Shows awareness of goals and standards, ensuring that quality and productivity standards are met  Determination and professionalism – dedication and resolve to achieve the programme objectives  Honesty and Integrity – is transparent and honest and takes full responsibility for actions. Demonstrates confidence and courage and deals effectively with difficult situations  Flexibility – successfully adapts to changing demands, conditions and scenarios. | | | | | | | | | | | | | | | | |
| G4 | **Other** | | | | | | | | | | | | | | | | |
| I | **Dimensions of role** | | | | | | | | | | | | | | | | |
| I1 | Financial – Direct: | | | | | Total expenditure – to be confirmed once project scopes are agreed. £thousands. | | | | | | | | | | | |
| I2 | Financial – Other: | | | | |  | | | | | | | | | | | |
| I3 | Staff Responsibilities – Direct: | | | | |  | | | | | | | | | | | |
| I4 | Staff Responsibilities – Other: | | | | | Virtual project team(s) of various numbers | | | | | | | | | | | |
| I5 | Any Other Statistical Data: | | | | |  | | | | | | | | | | | |
| J | **Acknowledgement** | | | | | | | | | | | | | | | | |
| J1 | Prepared By: | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| J2 | Approved By (Head of Department): | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Date: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| **K** | **Job Description Briefing** | | | | | | | | | | | | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | | | | | | | | | | | | |
|  | Name of post holder: |  | | | Signature: | | |  | | | | | | Date: | |  | |
|  | Name of briefing manager: |  | | | Signature: | | |  | | | | | | Date: | |  | |

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| **L** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |