

Job Description

Job Title: Programme Manager

Reports to: Director of Programme Management

ETL

ETL is a multidisciplinary consultancy, transforming environments for the public and private sectors. Our team of experts have a deep knowledge of health, science, research and higher education. We specialise in providing advisory and the delivery of services including healthcare strategy + planning, property services, sustainability and programme, project and cost management services, tapping into a wealth of experience to address the challenges our clients face. We exist to help our clients to improve the performance of their environments, so they perform better and are financially sustainable.

We are wholly owned by Guy's and St Thomas' NHS Foundation Trust – we re-invest back into the NHS.

We are comprised of over 80 experts, with offices in London and Oxford.

Programme Management

Our mission is to help organisations transform their estates and our growing Programme Management team use their knowledge to analyse and address complex issues, drive increased client value, mitigate risk, and improve organisational performance.

We take a strategic and open-minded approach, using a range of support tools to help our clients plan for success and make the critical decisions, that will transform their business. Our work ranges from small one-off commissions to large-scale multi-disciplinary interventions.

The applicant should be seeking a role that provides commercial consultancy services to public and private science, research and healthcare organisations throughout the UK.

Job Summary

The post holder will work on a range of new and existing clients and contracts and take responsibility for service delivery and contributing towards generating new business. The individual will support the Programme Management team in achieving the overall business plan to grow and develop Programme Management as a leading edge offering to external clients.

The individual will contribute to the delivery of programme management to clients including the following advisory services:

- Strategic reviews
- Value management
- Value engineering
- Risk management
- Performance management
- Benefits realisation
- Process improvement
- Business case advise

The role is full time and will combine office based and client facing time. The post holder will be expected to work within the programme management team providing support and assistance whilst making their own positive contribution to the development of programme management expertise, processes, and procedures to ensure a quality assured service.

Personal development

Participate in the Performance Development Review (PDR) to achieve personal objectives, demonstrate the company values and behaviours and follow a personal development plan.

Recruitment Data Protection

ETL (“we” or “us”) handles personal data about you when you apply to work for us, whether as a permanent, or temporary employee or as a contractor or consultant. The information you provide is protected by data protection law, in the UK this is General Data Protection Regulation (“GDPR”). Further information regarding how we process and control your data can be found in our Recruitment Privacy Notice located on <https://www.etl.co.uk/recruitment-data-privacy-notice/>

Person Specification

Programme Manager

	ESSENTIAL	A/I/T*	DESIRABLE	A/I/T*
Qualifications / Education	Educated to a Degree or equivalent level in a relevant field;	A	Working towards a formal programme management qualification, or Specialist relevant qualifications (e.g. Risk Management)	A
Previous experience	Programme Management experience gained in project environments;	A/I	Construction experience;	A/I
	Experience supporting delivery of capital schemes and in a health care setting or similar environment.	A/I	Experience in r health care, Science or Higher Education.	A/I
	Developing and delivering consulting solutions to project	A/I	Experience of delivering continuous improvement;	I
Skills/ Knowledge/ Ability	Excellent IT skills, literate in Microsoft Office products specifically Word and Excel	A/I	Understanding of capital and procurement protocols, applicable to the NHS.	I
	Strong analytical skills to develop, read and interpret complex information for different audiences	T/I	Understanding of health and social care policy	I
	Good presentation skills, both verbal and written	A/I		
	Good organisational, planning and time management skills	A/I		
	Personal drive to work efficiently to with the ability to meet deadlines	A/I		
	A team player with the ability to develop good working	I		

	relationships with internal and external stakeholders at a range of levels			
	Professional in approach, outward looking and confident	I		
	Willingness to travel and work flexibly to meet client and project needs	I		
	A can-do attitude, focused on delivery	I		

Key:

A – Application/CV

T – Test/Assessment/Presentation

I – Interview