

PROGRAM MANAGER

JOB REF 0451

Our client is a progressive and award-winning company based in Co Tyrone who provide innovative turnkey solutions for the processing of sand, aggregates, mining, construction and demolition waste materials.

The Company is now seeking to appoint a professional and strategic Program Manager to join their team. Reporting directly to the Chief Operating Office, and working collaboratively with all other parts of the business, you will be responsible for establishing and running the Project Management Office with the objective of ensuring all projects are delivered in line with best practice and within the agreed scope, time, cost and quality.

This is a new position, based in Co Tyrone, Northern Ireland and will require global travel given the global reach the Company and their projects.

Job Purpose:

The Program Manager will be responsible for overseeing the full portfolio of projects, providing expert knowledge and support to a growing team of Project Managers, monitoring progress and reporting on the portfolio status. There are typically 80 – 100 projects running at any one time, with a combined value of £50M - £100M.

You will work to ensure that all projects are consistently delivered in line with the project scope and agreed plans whilst ensuring effective communication and relationships between the customer and Project Management team members are maintained.

You will be required to be working very closely with customers and manage large scale strategic projects directly. However, the focus of the role is creating, teaching and maintaining project delivery best practice while growing the project management team. You will advise, mentor and grow the team, develop and report on departmental goals and focus relentlessly on impressing customers.

Please note, this job description is not exhaustive as other duties may be required to fulfil the requirements of the role.

Responsibilities:

- To oversee the work of the Project Management Team and provide guidance on more complex projects.
- To chair bi-weekly project review meetings with all project managers and Head of Functions present.
- To define project management standards for project documentation, planning, communication and estimating based on best practice.
- To identify and coordinate new project management system developments and/or enhancements and ensure that they are acted on promptly.
- To develop all project management documentation including PIDs, Project Plans, etc. to ensure that they are reflective of best practice.
- To assign, schedule, develop, review and monitor project work to ensure that progress is within expected plan and is completed on time and within budget.
- To mentor and provide expertise to other project team members with the aim of developing a world class project management team.
- To work to identify the roles of the Project Management team, project reporting structures, frequency of interaction and any training requirements that may be needed for a team member to complete a project successfully.
- To identify, track, monitor and communicate project-related issues, scope changes, variances and contingencies that may arise during the implementation of a project and report this regularly to the Engineering Director.
- To maintain effective communication and working relationships with customers and project team members.
- To produce departmental reports for regular distribution to the Board & wider Leadership Team and Department Heads.
- To identify and document opportunities to integrate systems and resources to fulfil project requirements.
- To organize and conduct regular project team meetings.
- To maintain current working knowledge of project management best practice.

Other

- To adhere to Company policies and practice.
- To carry out any other duties within reason and capability associated with this role.

Skills, Knowledge and Experience

Essential

The successful candidate will have:

- A minimum of ten years' experience in a project management role
- A minimum of five years' team leading experience
- A degree or equivalent experience
- A professional qualification in project management such as Prince2 or similar
- Proven experience in driving large, complex projects to completion within project targets.
- Proven track record of managing and developing teams, ideally teams of project managers.
- Excellent interpersonal skills including the ability to interact effectively and professionally with individuals at all levels; both internally and externally
- The ability to exercise sound judgment in responding to enquiries
- Strong self-motivation with exceptional organizational skills and attention to detail
- The ability to manage multiple tasks/projects simultaneously within inflexible time frames.
- The ability to adapt to frequent priority changes

Desirable

- Ability to speak and write in additional languages

Desirable criteria may be used for shortlisting. The Company reserves the right to vary criteria at the shortlisting stage.

Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.

*The Company reserves the right to vary criteria at the shortlisting stage.
Spectrum Employment Solutions is an equal opportunities employer and welcomes applicants from all backgrounds.*

Contact Con Gallagher for a confidential chat or submit your CV via the link.

SPECTRUM EMPLOYMENT SOLUTIONS comply with the General Data Protection Regulations (GDPR) and collects, processes and stores all personal data solely for the purpose of finding applicants suitable employment opportunities. By submitting your personal details (CV) to us, you are giving us consent to process and store your data for this purpose. We only share your personal data with third party processors and with potential employers who are essential for us in providing this service.