

Job Description

Job Title	Programme Manager
Job Holder	Vacant
Reports To	Head of Late/Early Phase Microbial, Mammalian or Saturn Programme Management
Location	Billingham
Date	Sep 2019
Grade	33-35 (Depending on Experience)

Job Purpose

The management of the delivery of research and cGMP manufacturing programmes through a cross-functional programme team to meet the mutually agreed customer programme scope, targets, timelines, internal costs and ensure they are contractually agreed with that customer, with coaching support from Senior Programme Managers and Heads of Programme Management.

Dimensions

Staff	At any one time up to 8 Functional Team Leaders per programme respond to the Programme Manager for the programme targets, cost and time elements of a programme, ie delivery management responsibility. (eg. Representatives from R&D, GMP Asset, QC, QA, Supply Chain)
Number of Programmes	3 - 5 at any one time
Contract value (per programme)	£1 - 5m
Programme duration:	6 -24 months
Turnover	£100 million
Site Numbers	500
No of staff reporting to individual	None

Principal Accountabilities

1. The support and management of the programme team to ensure customer programme deliverables are achieved according to procedures, within the budget and timelines contractually agreed. (This includes cost and time aspects of the functional programme leaders role, the management of the quality of the deliverables generated by a functions programme leader is the accountability of the head of that function).
2. To ensure correct and proper communication with the customer by the programme team, including acting as the primary interface with the customer's programme manager and supporting the programme team members .
3. Ensure operation of the programme within the constraints of the contracts (SoW, MSA and QAg) and where appropriate vary the contract via a change order.
4. The proper management of the programme plans, including, but not limited to, resourcing, expenditure and milestones and supporting the appropriate input into the S&Op process.
5. Management of programme risks, including assessment of programme risks, enactment of mitigation and appropriate escalation to a Senior Programme Manager of the of Head of Programme Management.

6. To ensure programme plans include all relevant GMP quality, safety and site licence requirements and that functional procedures and risk assessments relating to EHS are adhered to.
7. Any other duties commensurate with the role.

Competencies

Level: Core

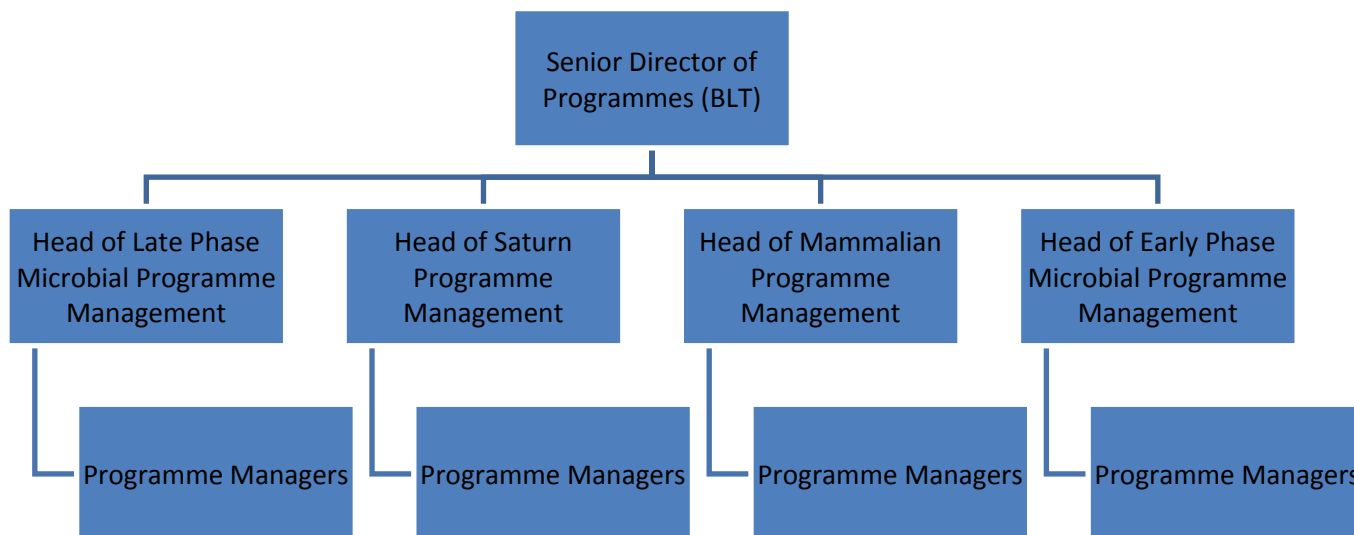
Assessed: Business Standards & Integrity, Relationship Building, Analytical Thinking, Customer Focus, Analytical Thinking, Planning, Process Management, Achievement & Results Orientation



Special Features

1. The jobholder must possess the interpersonal skills required to deal with both international customer programme managers and multifunctional internal programme teams.
2. The jobholder must possess the ability to manage uncertainty and risk in plans.
3. The jobholder needs to be technically competent to quickly learn to use a wide range of programme management tools and techniques including Microsoft Project.

Organisation Chart



Signatures

Job Holder: Date:

Manager: Date:

Revision Table

Revision History	Date of Update	Authoriser
Revision 1	11 July 2018	D Chesworth
Revision 2	01 April 2019	A Dickson

Revision History – Amended due to revised Behavioural Competency Framework