

Bristol, Clifton and West of England Zoological Society Ltd

Job Description

Job Title:	Programme Manager
Department:	Transformation Programme
Location:	Bristol Zoo Gardens & Wild Place Project
Reporting to:	Director of Transformation

Job Purpose

- This role will contribute to the strategy and future transformation of the Society by providing Client side project and programme management activities to support the timely implementation of the Society's Transformation Programme.
- The successful candidate will work closely with the Director of Transformation, the Executive Board, Society's in house teams and appointed professional advisors to deliver a number of capital projects and property disposals.
- Throughout the programme, the candidate will be responsible for delivery of timely, accurate and relevant reporting to the project team, Executive Board and wider stakeholders.

Main Duties

- To assure and maintain the master programme and provide regular progress reporting.
- Provide a timely, accurate and relevant project planning, financial and risk monitoring and reporting service to relevant stakeholders.
- Benefit Management including defining and monitoring key performance indicators.
- Manage interdependencies within the Transformation Programme and with the wider strategy and activities of the Society.
- Maintain and update the programme risk register, advising on initiatives to mitigate risk.
- Co-ordination the multi-disciplinary professional advisory team, ensuring the efficient integration and flow of information.
- Co-ordinate programme level stakeholder management and communications
- Ensure Project Execution Plans are in place, maintained and updated for each project and
- Create and maintain comprehensive project documentation and audit trail
- Support the wider Transformation Programme team and establish and maintain fruitful relationships with colleagues and third parties/ contractors.
- Administer Consultant Appointments

Key Performance Indicators

- Key Transformation Programme milestones met for disposals
- Effective cost management and robust reporting
- Good stakeholder relationships

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Key Contacts – Internal & External

- Internal – contact throughout the organisation and close working relationship with Director of Transformation, Capital Development & Property Transaction project managers, Programme Finance and Communications Managers, Heads of Departments and Executive Board members.
- External – key contact for a range of external suppliers and partners, responsible for ensuring value for money and quality of service.

Health & Safety

- Ensure that the Society's Health and Safety guidelines and Fire Regulations are strictly adhered to
- Comply with safe working practices as defined by the Society through standard operating procedures and risk assessments
- Complete training as and when required
- Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
- Report any accidents, incidents or near misses as soon as reasonably practicable

General

- Be aware of and adhere to Society policies at all times
- Take part in progress/performance reviews throughout the year
- Cooperate with other Society departments
- Attend training courses as required to meet the requirements of the role
- Take responsibility for own personal development, seeking out opportunities to learn new skills
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role
- Apply the Society values and behaviors to every aspect of the role at all times
- Promote and maintain the brand standards of the Society
- Be polite and courteous to visitors at all times
- There may be occasions when the role holder is requested to work in other company locations, or carry out other duties considered reasonable by the Society or its representatives
- To reflect any changes within the Society during the next few years, the scope of this role will be regularly reviewed and may evolve to meet those needs. Any changes will be agreed in advance with the role holder and confirmed in writing

Contract

A 2 year fixed term contract. The notice period required from the role holder is a minimum of 3 months.

Working hours

The basic hours for the role are 37.5 hours a week; however flexibility is required as the Society operates for 365/6 days a year, with 24 hour cover.

The role holder will be required to work any additional hours necessary to satisfactorily fulfil the responsibilities of the role.

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Person Specification

Attributes	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> • Degree or equivalent qualification or • 5 years + work experience 	<ul style="list-style-type: none"> • Project or Programme Management qualification
Experience	<ul style="list-style-type: none"> • Project Management • Working as part of a multidisciplinary team • Managing budgets and achieving cost effectiveness 	<ul style="list-style-type: none"> • Property experience • Business case development • Communications and Stakeholder Management
Knowledge	<ul style="list-style-type: none"> • Project Management Process • Risk Management • 	
Skills	<ul style="list-style-type: none"> • Project Management • Excellent working knowledge of the Microsoft Suite 	<ul style="list-style-type: none"> • Report writing • Presentations to Directors and senior colleagues • Comms and Public Consultation experience
Personal attributes	<ul style="list-style-type: none"> • Collaborative, solution oriented team player • Strong communicator and influencer, in person and in writing • Effective time management and ability to prioritise workload • Commercial awareness and customer services skills • Attention to detail 	<ul style="list-style-type: none"> •