

JOB TITLE	Programme Manager
LOCATION	Edinburgh / Hybrid / Remote
EMPLOYMENT	Permanent

DESCRIPTION OF FUNCTION

We are resourcing on the behalf of our client for an experienced individual with experience delivering project management services, to join their business in the Real Estate Project Management sector in Scotland. The role is Programme Manager, with a mandate to grow their Programme Management Office (PMO) offer. This PMO currently comprises of a Senior Programme Manager and Senior Cost Manager.

This job would be ideally suited to someone who has developed core project management skills, but wishes to diversify into programme management. The incumbent team has a wealth of experience setting up, executing and improving PMOs across multi private and public sectors. So, the proposition here is to learn the required skills on-the-job, with colleagues who are keen to support the candidate's learning and development. In addition to existing client commitments, this role will be expected to assist in developing the PMO offer in the Scottish market.

JOB RESPONSIBILITIES & DUTIES

- Managing client relationships and related commission outputs and deliverables
- Managing efficient data collection and benchmarking
- Operating effective processes and systems to be monitored by the PMO
- Managing the interface with the client and client body stakeholders at all programme stages
- Capturing the client and commission requirements and reporting on progress
- Support the set up, delivery and close out activities of governance and control frameworks in accordance with the requirements of the role
- Identifying opportunities to develop new business with existing clients in the Scottish market and reporting such opportunities to the appropriate line manager
- Support the production of tender bid documents
- Identifying ways in which programme management products and services can be improved
- Understanding and identifying cross-divisional opportunities

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree educated in an Engineering, Construction, Real Estate or Facility Management related degree
- At least 5 years Project Management and/or Cost Management (Quantity Surveying) experience within a Construction or Real Estate Consultancy
- Programme Management experience within Real Estate with Blue Chip, Commercial and/or Public Sector Clients (desirable)
- Experience running refurbishment or fit out projects for Blue Chip, Commercial and/or Public Sector Clients (desirable)

Other Skills

- Able to build strong, professional client relationships and proactively identifies and resolves client's issues
- Attention to detail in service delivery, communications and ways of working with others
- Demonstrably excellent analytic and communication skills
- Commercial awareness including the ability to articulate business decisions within the wider context and market trends
- Confident leading alone and working as part of a team, with ability to flex according to the needs of the programme
- A desire to grow and develop roles into more senior opportunities
- Competent user of data management software (for example Excel) and systems for data cleansing, management, analytics and quality assurance
- Possess an approach to working that covers delivery of tasks and effective stakeholder engagement
- Active team member who shares skills and knowledge and recognises industry best practice
- Ability to analyse information quickly and report the benefit to the team
- Business development experience, in the context of identifying opportunities with existing as well as new clients (desirable)