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## **JOB ADVERT**

### **Programme Manager, Projects Group**

**Circa £85,000 (Dependent on Experience)**

### **Knutsford, Cheshire**

If you have a passion for engineering and pioneering sustainable projects, then there has never been a better time to join Stopford.

Stopford has an exciting opportunity for a Programme Manager to join the projects group on a full-time permanent basis.

### **The Role of Programme Manager**

Reporting to the Lead Project Manager, the Programme Manager shall be responsible for the evaluation, planning and execution of an International Portfolio of Projects for a key Client in accordance with agreed budgets and timelines. Building and managing global Programme Team(s) and reporting to the Client, Project Sponsor and Senior Management. The Programme Manager shall be responsible for the Health, Safety, Environmental, and Quality performance throughout the Programme Life Cycle.

### **The Company**

Stopford is an international multi-disciplinary consultancy, engineering design and project management services company founded in the UK in 1982. We work with companies around the world in emerging and existing industries, *our ambition is to lead the way in engineering a sustainable world towards a low carbon economy.*

We have ambitious plans for future growth over the next three to five years supporting our key clients in the renewables and green energies sector and commercialising Stopford's green technology portfolio. We have a significant opportunity to expand our operations in the UK and internationally and the role of Programme Manager will support this growth.

Your time will primarily be based at our office at Knutsford.

Employment at Stopford brings many benefits including:

- Competitive salary
- Profit related bonus scheme
- Pension
- 25 days holiday plus bank holidays
- Private medical insurance
- Employee assistance programme
- Free on-site parking

To be successful in the role of Programme Manager you will:

- Ideally educated to a degree level and a Chartered Engineer / Manager.
- Have significant experience in either, oil & gas, petrochemicals, energy or renewable energy industries.
- Have significant experience of working in a design, engineering and construction environment at FEED and PMC / EPC(M) phases of the project.
- An ability to think strategically and develop long range plans, understanding the implication of changes to contract scope.

- An ability to work collaboratively with all engineering design and construction disciplines.
- Experience of managing and building a team of engineers, designers, suppliers and sub-contractors.
- Knowledge and Experience of Designer, Principal Designer and Principal Contractor Roles under CDM.
- Knowledge and understanding of different forms of Contract (IChemE, NEC etc)
- Experience in working in and managing multi-discipline teams
- Experience in managing client relationships in a senior management role
- Clear and concise communication in both written and verbal form with excellent people management and interpersonal skills
- Working knowledge of Office 365 including One Drive and Sharepoint with proficient use of Word and Excel
- Hold a full UK/EEC driving licence

**Desirable**

- APM qualified with ongoing CPD
- Able to travel overseas for short project visits

Please go to our website for a full job description to familiarise yourself with all of the responsibilities, skills and experience required before you apply for the position.

Please note that we do not accept applications from agencies, and you must be eligible to live and work in the UK.

We look forward to receiving your CV for the post of Programme Manager.

**Closing date: 11 August 2022**

Stopford reserves the right to bring forward the closing date if we receive a suitable number of quality applications from which to make a shortlist. Therefore, we would recommend that you apply as soon as possible.

Please note that due to the volume of applications we receive we are unfortunately not able to respond to each applicant. If you have not been called for interview within 3 weeks of the closing date, you should assume that on this occasion your application has been unsuccessful.

## Job Description

**Position:** Programme Manager

**Group:** Projects

**Location:** Knutsford

### Ambition

Our ambition is to lead the way in engineering a sustainable world through the transition to a low carbon economy.

### Values

We value professionalism, equality, fairness, co-operation and unrivalled expertise.

### Description

Reporting to the Lead Project Manager, the Programme Manager shall be responsible for the evaluation, planning and execution of an International Portfolio of Projects for a key Client in accordance with agreed budgets and timelines. Building and managing global Programme Team(s) and reporting to the Client, Project Sponsor and Senior Management. The Programme Manager shall be responsible for the Health, Safety, Environmental, and Quality performance throughout the Programme Life Cycle.

### Key Responsibilities

- To manage a Programme of Projects from initiation through to closure.
- To determine and help recruit if necessary required resources (Project Managers, Project Engineers, Planners etc to support your role)
- To be accountable for Programme and Project results to the Client, Project Director and Senior Management
- To work with Client, Project Director and Stakeholders to develop Programme Execution and Quality Plan outlining Scope of Work, Deliverables, Resources, Budget, Schedule and Risk Profiles.
- To develop Programme Schedule to identify when each activity shall be undertaken.
- To develop Programme Risk Register and manage the risks accordingly.
- To clearly communicate expectations to Team member and Stakeholders.
- To act as mediator between Stakeholders and Project Team members.
- To resolve issues and solve problems throughout the Programme Life Cycle.
- To effectively manage the Programme Scope of Work by ensuring that any change in scope is identified early, documented and approved using the company's Change Procedures.
- To track and report on Programme and Project Milestones and progress, provide weekly and monthly reports to all Stakeholders.
- To lead, coach and motivate Project Team members on a proactive basis.
- To determine how results shall be measured (KPI's) and complete regular evaluation with Stakeholders to determine how well results were achieved.

- To develop new tools and Best Practices for Programme Management and Execution with the Quality Manager, Lead Project Manager and Projects Director.
- To cultivate a culture of continuous improvement, learning and self-development.
- To assist with preparation or estimates, proposals and tenders for new projects on your programme.

#### **Minimum Requirements – Education and Experience**

- Ideally educated to a degree level and a Chartered Engineer / Manager.
- Have significant experience in either, oil & gas, petrochemicals, energy or renewable energy industries.
- Have significant experience of working in a design, engineering and construction environment at FEED and PMC / EPC(M) phases of the project.
- An ability to think strategically and develop long range plans, understanding the implication of changes to contract scope.
- An ability to work collaboratively with all engineering design and construction disciplines.
- Experience of managing and building a team of engineers, designers, suppliers and sub-contractors.
- Knowledge and Experience of Designer, Principal Designer and Principal Contractor Roles under CDM.
- Knowledge and understanding of different forms of Contract (IChemE, NEC etc)
- Experience in working in and managing multi-discipline teams
- Experience in managing client relationships in a senior management role
- Clear and concise communication in both written and verbal form with excellent people management and interpersonal skills
- Eligible to live and work in the UK
- Working knowledge of Office 365 including One Drive and Sharepoint with proficient use of Word and Excel
- Full UK/EEC driving licence

#### **Desirable**

- APM qualified with ongoing CPD
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#### **Company Wide Aspects**

- Adhere to Stopford's Business Management System.
- Align with and promote Company Values and Vision

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your role within the organisation and the overall business objectives of the organisation.