

Programme Manager - OTDT (Band 8a)

Recruitment Profile - This is a summary of the Job Description and Person Specification



Blood and Transplant

About the Role

In this role you will be responsible for managing programmes or portfolios of related NHSBT projects from inception through to completion. To ensure timely and successful project conclusions and delivery of capability for achieving business benefits through:

- Planning, supporting and monitoring the progress of the programme
- Managing internal resources and external suppliers and consultants
- Ensuring that programme and project deliverables are tightly linked to the achievement of strategic initiatives for the business unit
- taking accountability for the planning, structuring, leading and execution
- Ensuring adherence to programme objectives.
- Participate in the development and improvement of the NHSBT Portfolio, Programme and Project Management tools and methods

You will be required to travel and spend time away from base, which will involve working irregular hours and overnight stays when required, with prior notice

Organisation Structure



About Us

Our three core principles are critical to our service, guiding everything we do and inspiring us to be the best.

- We **care** about our donors, their families, the patients we serve, and our people.
- We are **expert** at meeting the needs of those who use our service and those who operate it.
- We provide **quality** products, services and experiences for donors, patients and colleagues.

About You - This section details the personal attributes we require for this role. You will need to demonstrate these throughout the recruitment process

Behaviours and Values

- **Communicating** – Friendly and approachable, able to relate to staff, donors and patients from all backgrounds, promoting NHSBT positively
- **Collaborating** – Know the importance of your own behaviour and body language when communicating and working with others
- **Leading** – Professional in matters of confidentiality, security, integrity, honesty, performance, attendance and appearance
- **Customer focused** – Demonstrate and promote high standards of quality customer care to both internal and external customers
- **Performing** – Able to use and act on feedback from others on your performance and behaviour to increase your own self awareness
- **Innovating** – Consider, suggest and be open to alternative ways of working to make continuous improvements

Skills and Abilities

- Demonstrates personal qualities – drawing on values, strengths and abilities to manage self.
- Demonstrates ability to work with others – building and maintaining relationships working in teams and networks.
- Demonstrates managing services – planning processes and managing people and resources.
- Demonstrates improving services – critically evaluating and encouraging improvement and innovation.
- Demonstrates setting direction – making decisions and evaluating impact, contributing to strategy and aspirations of the Organisation.
- Proven ability to communicate thoughts and ideas verbally and in writing to others in a clear, concise and easily understood manner.
- Proven ability to take the lead in understanding and translating immediate issues and lessons learned into future strategy.
- Proven ability to identify issues, gather, collate and sift the information, including political and resource constraints and make a decision even when some facts are not available.
- Proven ability to influence behaviour of others without line-management control.

Experience and Knowledge

- Extensive, practical knowledge of benefits delivery by the formal management of strategic business programmes.
- Extensive experience of formal management of complex programmes, including the use of formal project management tools for the full life-cycle of large scale, complex programmes in a real-world environment.
- Proven experience of benefits management and realisation in the formal programme context.
- Extensive experience of creating outline business cases and programme / project briefs for communication at Board / Executive level.
- Proven experience of line management of staff.

Qualifications and Training

- A degree in an appropriate discipline (e.g. business, management, information systems) **and** Post-graduate level specialist qualification or demonstrable equivalent experience in one of the above specialist areas or similar.
- Practitioner Certificate in PRINCE 2 or equivalent qualification.
- Thorough knowledge of Microsoft Project.
- Thorough knowledge of other Office Automation packages, in particular Microsoft Word, Excel and Visio.

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| | <ul style="list-style-type: none">• Demonstrate commitment to own Continued Professional Development (CPD). |
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