



Role Profile

Programme Manager (Legacy Systems Replacement)

Reference No.	A4989	Type	Individual
Service	Enterprise and Environment		
Job Family	Professional 4	Grade	FC10

Purpose

To lead and deliver the Legacy Systems Replacement Programme for the Enterprise and Environment Directorate.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Ensure the successful implementation of replacement systems delivering: <ul style="list-style-type: none"> • Project Management for Property Services • Project Management for Building Services • Project Management for Roads & Transportation • Works Management & Job Costing for Building Services • Oracle Inventory & Warehouse Management for Building Services • Oracle Project Costing for Roads & Transportation • Alloy Works Management for Roads & Transportation • COMIS Resilience 	Educated to SCQF level 9, which includes a Degree or equivalent Post Graduate qualification in Project Management Significant experience implementing large or organisation-wide projects, with the ability to manage complex inter-related delivery plans	✓ ✓	✓

E = Essential Criteria D = Desirable Criteria

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• Small Plant & Tools Management for Building Services			
Lead, manage and co-ordinate all activities associated with the delivery of the legacy replacement systems programme.			
Create and maintain strategic focus, and ensure ongoing alignment and momentum in programme delivery, taking responsibility for delivering on time, within budget and to quality.	Ability to report in a political environment	✓	
Manage client services, BTS and product suppliers to ensure collaborative and productive working partnerships with focussed business objectives.	Experience of reporting to Programme Boards and/or Senior Leadership Teams	✓	
Lead and ensure delivery of projects and the programme on budget, to time frames and to plan.	Experience of managing budgets with funding from multiple sources	✓	
Ensure the successful implementation of projects and the programme, ensuring commitments are met.	Experience of leading engagement and the ability to engage effectively with senior stakeholders	✓	
Deliver hands on programme management, initiating, scoping, planning, delivering and testing, using cross service resources as required.	Experience of and the ability to prioritise tasks effectively	✓	
Support and mentor staff across the programme.			
Report on programme, issue resolutions and interdependency management.	Analytical and report writing skills	✓	
Ensure all stakeholders adhere to a strategic management approach and timetables put in place.	Experience of presenting information through a variety of styles	✓	
Collate information and create reports providing insight to support the programme.			
Develop and communicate plans to drive forward the programme.			
Develop working relationships across Fife Council Services, external partners and senior management teams.	Ability to work outside normal working hours as required	✓	
Maintain governance and reporting structures for the programme, during the transition into business as usual activity.	Experience of managing performance of staff	✓	

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Manage and report on the overall programme, programme budgets and the delegation to project budgets.	Ability to provide regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>