

I am, first and foremost, an awesome person, but I am ALSO a  
**Managing Consultant - Programme Manager**

This is a fantastic opportunity to join an established consultancy leading on change and transformation across a range of different sectors, including government and public sector, not-for-profits, healthcare, and transport. As a Managing Consultant - Programme Manager you will be expected to deliver the very best for our clients. You will lead and be accountable for the successful delivery of commissions, ensuring you work closely with the client to achieve exactly what is needed.

**My purpose:**

- Manage and deliver all aspects of the Consulting Lifecycle: Research, Comms and Marketing, Networking, Delivery, Referrals and Engagement; Account Management and Support and Learning.
- Responsible for the planning, structuring, leading and direction of a divisional programme of work, a programme of interrelated projects or a large project with major sub-projects
- Ensuring that a level of quality is always maintained across their programmes
- Planning, directing, and co-ordinating activities to manage and implement interrelated projects from contract/proposal initiation to final operational stage; plans, schedules, monitors, and reports on activities related to the programme
- Leading the programme team(s) in determining business requirements and translating requirements into operational plans
- Determining, monitoring, and reviewing all programme economics to include programme costs, operational budgets, staffing requirements, programme resources, and programme risk
- Ensuring that programme is managed to realise business benefits and that programme management is informed by an awareness of current technical developments
- Being accountable for the delivery of your programme

**The impact I will have on our clients is:**

- Proven programme management experience
- Strong project management and leadership skills, and a good knowledge of business analysis
- Has strong planning, communication, and presentation skills, and is proficient in project quality management
- Absorbs complex technical information and communicates effectively at all levels to both technical and non-technical audiences.
- Assesses and evaluates risk.
- Understands the implications of new technologies.
- Has a broad understanding of all aspects of IT and deep understanding of own specialism(s).
- Understands and communicates the role and impact of IT in the employing organisation and promotes compliance with relevant legislation.
- Takes the initiative to keep both own and subordinates' skills up to date and to maintain an awareness of developments in the IT industry.
- Broadly skilled in information technology including application and infrastructure environments.
- Experience of deployment of resources, including re-assessment and reallocation in a dynamic multi-project environment, to achieve optimum results
- A comprehensive knowledge of relevant development lifecycles including traditional waterfall and agile methods
- Experience of methods and techniques for reporting progress and financial compliance against an agreed plan

**The key capabilities I will use every day are:**

- Develop excellent relationships with senior and key stakeholders within the client.
- Strong leadership skills and experience to mentor our junior consultant team

## **The values I embody will be:**

**We Care** – we get to the heart of our team and client challenges with honest and supportive consultancy, where support and wellbeing is put first.

**We Collaborate** – blurring the lines between our teams and our clients means that we're all joined up and passionate about solving the same change challenges.

**We are Committed** - our strength lies in the passion and commitment of our team, embodied in our day-to-day activities.

**We are Versatile** - our people are diverse – in skills, backgrounds, and experience – making our knowledge and approach creative and varied. Our delivery is driven by the versatile application of proven and trusted methods.

**We have Integrity** - we are thorough, dependable, and committed to going above and beyond client expectations, living, working, and breathing our core values.

## **Chargeable Time: 80%**

This is the expectation of delivery time for client commissions that is billable time, as a proportion of your normal working week. The job holder should proactively manage their work to ensure that this target is reached and flag as an early warning (to Client Lead and Senior Resource Manager) any over/under -utilisation expected. The job holder should undertake company / personal development activity when not carrying out chargeable client work.

## **Why work for Entec Si**

We believe that Entec Si is a special place to work and that's reflected in the benefits we offer.

Once onboard, you'll get the opportunity to progress in many directions, both personally and professionally. In fact, we'll encourage you to develop your career along the paths you care most about. You'll get the chance to lead and shape how we run the business, and in turn these experiences will help shape your development.

What excites us is the potential in people. By harnessing their power, we know we can make change happen. Our approach to personal development means that we nurture and grow our talent, and in turn this achieves great outcomes for our clients.

1. Competitive base salary, plus (where applicable) our discretionary bonus plan.
2. 25 days holiday + bank holidays
3. Employee assistance programme
4. Support towards your personal and professional development. Your reward package is there to grow as you do.
5. Access to a number of established coaching organisations – you'll become the best version of yourself.
6. The opportunity to make a positive impact on the team and your wider community by getting involved in a range of different social and charitable initiatives.
7. To enjoy a regular programme of company social activities, including volunteering days for our chosen charity.
8. Annual health check
9. A free eye test on appointment for all VDU users and at regular intervals there
10. Whether you wish to work from home, office or client site, we have a flexible working culture that encourages a positive work-life balance.

## **About Entec Si**

We make change happen and we make it happen for good.

We put people at the heart of what we do. We listen, lead, and build blended teams that bring about impactful service improvements and savings. This is done by leveraging the power of people, process, technology, and data to make changes that are purposeful and practical. Ultimately our practical approach means we make change easy for organisations.

Our experienced consultants work across a range of different sectors, including government and public sector, not-for-profits, healthcare, and transport. We're passionate about supporting our clients to navigate the change journey and thoroughly understand the challenges their industries face. Using our blended team approach, we empower them to develop their culture, implement new technologies and transform their processes to become more resilient, flexible, and efficient organisations.

We know that change is personal. Whether it's process improvement, digital transformation or data modelling and analytics, we provide a range of bespoke services. Using a flexible, strategic approach, we listen to our clients' needs and design a roadmap that enables them to achieve their transformational goals. Along the way, we can bring in specialist resources to meet the different needs of a project.

**We're an inclusive employer, and we care about diversity in our teams. Let us know in your application if you have accessibility requirements during the interview.**

### **To apply**

Apply today with your CV and cover letter to [recruitment@entecsi.com](mailto:recruitment@entecsi.com). Successful applicants will be shortlisted for an initial phone screen, if their application is progressed, they will then complete a formal second stage competency-based interview.

If you require any adjustments at interview, such as extra time or breaks etc, please let a member of the recruitment team know once they've been in touch.

**The deadline for applications is Friday 29<sup>th</sup> April 2022. We may close the role should we receive a large volume of applications.**

## Person Profile

	<b>Essential</b>	<b>Desirable</b>
<b>Education Qualifications</b> /	A degree qualification or equivalent in business or related field of study.	ISEB Business Analysis Diploma or similar  Prince 2 Practitioner  An industry recognised Change Management accreditation.
<b>Experience</b>	<p>Significant experience (typically c. 6-8+ years) in a relevant business transformation project-related environment.</p> <p>This should include a strong track record of directing business change / IT programmes of work within their area of specialism, commission scoping, design and development and supporting activities (e.g. recruitment, planning and resource management, and financial management.)</p> <p>Exposure to different delivery methods (waterfall, agile, hybrid). Agile delivery approach</p> <p>Strong data analysis skills. You should be able to understand a set of data and draw conclusions.</p>	
<b>Additional Skills &amp; Abilities</b>  (beyond Business and Consultancy Skills detailed above)	<p>Proven specialist skills (programme management, project management, consultancy, analysis, change management)</p> <p>Exceptional communication skills, diplomacy, tact and conflict resolution.</p> <p>High level of commercial awareness and negotiation skills</p> <p>Proven leadership and people management skills</p> <p>Ability to build trust, influence and make an impact at all levels of seniority.</p> <p>Excellent organisational skills, with the ability to multi-task and problem solve.</p> <p>Ability and willingness to travel and on occasions stay away.</p>	

## Competency Framework

<b>Complexity of Work Undertaken</b>	<p>Performs highly complex work activities covering technical, financial, and quality aspects. Contributes to the development and implementation of policy and strategy. Has deep expertise in own specialism(s) and an understanding of its impact on the broader business and wider customer/organisation.</p>
<b>Portfolio, Programme and Project Support</b>	<p>Leads implementation and delivery of portfolio, programme and project office services. Defines the approach/policy and sets standards for the support provided for managing and monitoring portfolios, programmes, and projects. Manages resources to ensure delivery of effective services/resources in line with current and planned demand. Reviews and improves the delivery portfolio, programme and project office services.</p>
<b>Requirements Definition and Management</b>	<p>Champions the importance and value of requirements management principles and selecting effective requirements management life cycle models. Develops organisational policies, standards, and guidelines for requirements definition and management. Plans and leads scoping, requirements definition and priority setting for complex, strategic programmes. Drives adoption of, and adherence to, policies and standards. Develops new methods and organisational capabilities for requirements management.</p>
<b>Programme Management</b>	<p>Plans, directs, and co-ordinates activities to manage and implement a programme from initiation to final transition into operational “business-as-usual” management. Plans, schedules, monitors, and reports on programme-related activities. Ensures appropriate and effective governance arrangements and comprehensive reporting and communication policies are in place and followed. Maintains an awareness of current technical developments that may provide opportunities to the programmes. Ensures that programmes are managed to realise agreed business benefits within agreed timescales.</p>
<b>Autonomy</b>	<p>Has defined authority and accountability for actions and decisions within a significant area of work, including technical, financial and quality aspects. Establishes organisational objectives assigns responsibilities.</p>
<b>Influence</b>	<p>Influences policy and strategy formation. Initiates influential relationships with internal and external customers, suppliers, and partners at senior management level, including industry leaders. Makes decisions which impact the achievement of organisational objectives and financial performance. Leads on collaboration with a diverse range of stakeholders across competing objectives within the organisation.</p>
<b>Knowledge</b>	<p>Has developed business knowledge of the activities and practices of own organisation and those of suppliers, partners, competitors and clients. Promotes the application of generic and specific bodies of knowledge in own organisation. Develops executive leadership skills and broadens and deepens their industry or business knowledge.</p>
<b>Business Skills</b>	<p>Demonstrates leadership in organisational management. Understands and communicates industry developments, and the role and impact of technology. Manages and mitigates organisational risk. Balances the requirements of proposals with the broader needs of the organisation. Promotes a learning and growth culture in their area of accountability. Leads on compliance with relevant legislation and the need for services, products and working practices to provide equal access and equal opportunity to people with diverse abilities. Identifies and endorses opportunities to adopt new technologies and digital services. Creatively applies a wide range of innovative and/or management principles to realise business benefits aligned to the organisational strategy.</p>

	<p>Communicates authoritatively at all levels across the organisation to both technical and non-technical audiences articulating business objectives.</p> <p>Learning and professional development — takes the initiative to advance own skills and leads the development of skills required in their area of accountability.</p> <p>Security, privacy, and ethics — takes a leading role in promoting and ensuring appropriate working practices and culture throughout own area of accountability and collectively in the organisation.</p>
<b>Consultancy Service</b>	<p>Manages provision of consultancy services, and/or management of a team of consultants.</p> <p>In own areas of expertise, provides advice and guidance to consultants and/or the client through involvement in the delivery of consultancy services.</p> <p>Engages with clients and maintains client relationships.</p> <p>Establishes agreements/contracts and manages completion and disengagement.</p>