

Programme Manager

Role Profile

ROLE PROFILE

JOB TITLE	Programme Manager
BUSINESS	Samworth Brothers
DEPARTMENT	Group IT - Business Transformation
LOCATION	Leicester

ROLE SUMMARY

The Programme Manager will be responsible for overseeing and delivering complex projects within the organisation. A hands-on and proactive individual who will lead cross-functional teams, manage project timelines, budgets, and resources, and ensure the successful completion of projects. The role will involve strategic planning, risk management, stakeholder communication, and continuous process improvement. It will also include managing, coaching, mentoring and supporting junior project managers, fostering a collaborative and high-performing team environment.

REPORTING STRUCTURE

REPORTS TO	Head of Business Transformation
DIRECT & INDIRECT REPORTS	Direct: Project Manager (s) Indirect: Assigned project team.
KEY INTERNAL STAKEHOLDERS	Cross functional Senior Leadership Team All Group Functions Categories and Business sites

KEY EXTERNAL STAKEHOLDERS	Suppliers External Contractors/Partners/Consultants Customers
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KEY ACCOUNTABILITIES & RESPONSIBILITIES

KEY RESPONSIBILITIES:

- Drive and implement programme management methodologies and tools to deliver programme outcomes.
- Develop, manage, and drive the end-to-end project execution with clear roadmaps.
- Monitor and report on programme progress and ensure projects under the programme are executed in adherence to the governance set by the Business Transformation Team.
- Develop and maintain project management documentation, including requirements gathering focused on business needs/benefits, project plans, risk registers and status reports.
- Ensure that programme / projects are delivered on time, within budget, and to the required quality standards.
- Identify opportunities for improvement in portfolio, PMO, programme and project management processes and develop strategies to address them.
- Manage programme budgets and resource allocation to suit each stage of the projects.
- Develop and maintain strong relationships with stakeholders at all levels of the organisation. This includes being the key link between core project team resources and business stakeholders enabling the facilitation of the day-to-day coordination while adhering to Group standards/Sponsor expectations.
- Monitoring projects on an ongoing basis, evaluating progress/quality, managing risk and issue resolution with timely escalations. Promoting and monitoring awareness of risks, business impacts and solution stability.
- Ensure that programme management activities are compliant with relevant legislation and regulations whilst promoting and monitoring compliance to Group processes.

KEY CAPABILITIES/SKILLS :

- 1. Programme Management Skills:** A strong background in programme management and project management, including experience in strategic planning, executing, and monitoring large cross-functional programmes with a number of projects within it. Should be familiar with project management methodologies/tools and have extensive experience in managing project teams including portfolio management, resource management, interdependencies and measuring project/programme performance with clear reporting of KPIs /metrics.
- 2. Leadership Skills:** Strong leadership skills, including the ability to motivate and inspire teams, and to provide guidance and direction to team members. Should be able to communicate effectively with stakeholders at all levels of the organisation.

- 3. Strategic Thinking:** Think strategically and align programme management activities with the overall goals and objectives of the organisation. Ability to identify opportunities for improvement and to develop strategies to address them.
- 4. Analytical Skills:** Strong analytical skills, including the ability to analyse data and to identify trends and patterns. Use data to make informed decisions and to develop strategies for improving programme and project management processes.
- 5. Communication Skills:** Excellent communication skills, including the ability to communicate complex information to stakeholders at all levels of the organisation. Ability to communicate effectively both verbally and in writing.
- 6. Change Management Skills:** Experience in partnering with change and communication management teams, including the ability to manage resistance to change and to develop strategies for implementing change effectively and driving adoption to the success of the programme.
- 7. Technical Skills:** A good understanding of portfolio, programme and project management tools and software, as well as other relevant technical skills such as data analysis and reporting. Ability to work with the PMO and Business Analysts to help structure programme and project needs effectively.
- 8. Interpersonal Skills:** Strong interpersonal skills, including the ability to build relationships with stakeholders and to work collaboratively with others.
- 9. Organisational Skills:** Strong organisational skills, including the ability to manage multiple projects and priorities simultaneously, and to prioritise tasks effectively.
- 10. Business Acumen:** Good understanding of the business environment in which they operate, including the industry, market trends, and the competitive landscape. They should be able to use this knowledge to inform programme and project management decisions and to develop strategies for improving programme outcomes:

ROLE PROFILE REQUIREMENTS		
	EXTERNAL CANDIDATE	INTERNAL CANDIDATE
QUALIFICATIONS	- Ideally Educated to Degree level Industry recognised Project Management Certification of Agile, Scrum or Waterfall (e.g. PRINCE 2 or PMP)	- Ideally Educated to Degree level Industry recognised Project Management Certification of Agile, Scrum or Waterfall (e.g. PRINCE 2 or PMP)
EXPERIENCE	- Minimum of 15 years experience in a programme/project management role preferably in FMCG - Proven track record of delivering projects on time, within budget, and to the required quality standards	- Minimum of 15 years experience in a programme/project management role in FMCG - Proven track record of delivering projects on time, within budget, and to the required quality standards

	<ul style="list-style-type: none"> - Managed business-led project that have leveraged the benefits of digital and systems in their delivery - Proven record of accomplishment in delivering successful process and digital projects - Effective utilisation of internal and external resources - Management of multi-disciplined teams reporting directly 	<ul style="list-style-type: none"> - Managed business-led project that have leveraged the benefits of digital and systems in their delivery - Proven record of accomplishment in delivering successful process and digital projects - Effective utilisation of internal and external resources - Management of multi-disciplined teams reporting directly
SKILLS / KNOWLEDGE	<ul style="list-style-type: none"> - Excellent understanding of the Programme / Project Lifecycle - Stakeholder management and relationship building - Ability to manage a large budget with excellent numeracy skills - Can deliver change through influencing and motivation of others. - Desirable (not essential): Good understanding of digital technologies relevant to integration, manufacturing, procurement and supply chain 	<ul style="list-style-type: none"> - Experience of the Programme / Project Lifecycle - Stakeholder management and relationship building - Ability to manage a large budget with excellent numeracy skills - Can influence and motivate others. Demonstrates the potential to grow into the role. - Desirable (not essential): Good understanding of digital technologies relevant to integration, manufacturing, procurement and supply chain
MOBILITY	<ul style="list-style-type: none"> -Hybrid role with a minimum of 2 days in office per week - Ability to be mobile and travel to various Samworth Brothers sites cross-country within the UK dependent on programme / project needs -Hold a valid UK drivers licence 	<ul style="list-style-type: none"> -Hybrid role with a minimum of 2 days in office per week - Ability to be mobile and travel to various Samworth Brothers sites cross-country within the UK dependent on programme / project needs -Hold a valid UK drivers licence

PERSONAL ATTRIBUTES & BEHAVIOURS

- Proactive and highly organised
- Thrives in ambiguity
- Strategic thinker with a results-driven approach
- Strong leadership skills with the ability to inspire and motivate teams
- Excellent communication and interpersonal skills
- Ability to work collaboratively with others
- Strong analytical and problem-solving skills
- Ability to work under pressure and to tight deadlines
- High level of integrity and professionalism
- Strong work ethic and commitment to excellence

COMPETENCIES FOR SUCCESS

Values People	Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect.
Customer Focus	Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success.
Collaborative Team Working	The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.
Flexibility & Adaptability	The ability to change and adapt one's own behaviour or work procedures when there is a change in the work environment, for example because of changing customer needs.
Initiative & Taking Ownership	Steps up to take on personal responsibility and accountability for tasks and actions in line with PQP and Federalism.
Drive for Excellence	Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.
Resource Management	Effectively manages resources and cost drivers to achieve sustainable productivity and profitability.
Technical Expertise	Has the skills, knowledge and experience required to excel in own area of specialism and the willingness to further grow and develop.
Self-Management	Uses a combination of feedback and reflection to gain insight into personal strengths and weaknesses, so that your own time, priorities and resources can be managed to achieve goals.