



JOB DESCRIPTION

Programme Management Officer

Andium Homes is the largest provider of affordable housing in Jersey, managing over 4,500 properties and providing opportunities for affordable homeownership. We are a wholly States-owned, but independent, company committed to delivering best practice governance and continually improving services.

The Programme Management Officer, reporting to the Head of Compliance and Programme Management, will provide an independent and coordinated reporting function for our extensive capital programme and strategic business plan change programme, including programme (benefit, outcome, cost and risk) and project (cost, timing, quality and risk) validation.

The Programme Management Officer will operate with a high degree of autonomy, with limited supervision, and will be required to generate a work programme to deliver on their responsibilities in a timely and efficient manner.

Capital Programme

The Programme Management Officer will be responsible for coordinating key compliance reporting for our extensive and expanding capital build, refurbishment and planned maintenance services.

The capital programme presents a key opportunity and risk to the Andium Homes business. Reliable, timely, consistent and independent reporting is key for board and leadership decision making. The Programme Management Officer will help consolidate, manage and maintain the capital programme reporting.

The Programme Management Officer will:

- Undertake specific programme and project tasks, including coordinated development and validation of the capital new build and refurbishment programme, maintenance programme and decant strategy.
- Develop, implement, maintain and monitor agreed programme performance information and targets. Ensure objectives are met, including the production of programme and project management performance reports summarising key project metrics against key performance targets for consideration by the Leadership and Management Team or the Board.
- Undertake programme related compliance and assurance reviews to ensure compliance with approved policy or agreed performance.
- Coordinate change programme, project governance and procurement activities including the procurement of consultants and contractors in accordance with the chosen project management and procurement processes and procedures.

- ✦ Deliver the corporate risk and issue management function for the business and individual projects where appropriate, coordinating accurately between delegated risks and monitoring these as required by the approved risk policy and strategy.
- ✦ Develop, implement, manage and maintain effective manual and computerised information and quality management systems to enhance the efficiency of the functions of the service and improve project and financial efficiency and effectiveness.
- ✦ Support identified internal control, change and procurement activities and projects for the business.

Knowledge and experience

- ✦ Educated to degree level or equivalent in a housing, construction or related discipline. The candidate should be an accredited Managing Successful Programmes and PRINCE 2 or Association of Project Managers practitioner.
- ✦ A minimum of 5 years of programme and / or project management experience is required; either supporting multiple disciplinary programmes and projects or major organisational change initiatives, preferably in the housing or property related disciplines.
- ✦ Proven ability to facilitate and manage the coordination of a diverse programme of change activities is essential together with excellent cost, benefit, risk management understanding.
- ✦ Proven expertise of delivering complex programme and project governance in a complex or controversial environment and of providing best practice programme and / or project support is desirable.
- ✦ To work independently, undirected, accurately, with complex figures and to meet strict deadlines is essential.
- ✦ Excellent problem solving, analytical and interpretative skills are needed, from an energetic self-starter, who can initiate actions and manage workloads, proactively seeking improvements and making decisions on their own initiative.
- ✦ Proven ability in developing and producing accurate, clear and concise reports to strict deadlines is essential.
- ✦ Good interpersonal and communication skills are essential as active liaison, engagement and communication is required with a variety of Stakeholders so ability to retain a high degree of confidentiality and discretion in all dealings is needed.
- ✦ Excellent Information skills are a requirement including being fully conversant with portfolio, programme, project and financial management software applications, in addition to Microsoft Office.