

## CPC478 - Change Programme Management Officer

Location	London or Milton Keynes (London preferred)
Reporting to	Executive Director, Operational Excellence
Responsible for	Managing delivery of the operational excellence programme plan
Working hours	Part-Time Or Full Time
Contract type/duration	FTC until 31/03/2021
Equal Opportunities	We are an equal opportunities employer and commitment to this process will be expected.
Date written	September 2021
Closing date	8 <sup>th</sup> October 2021

### Purpose of the role

We are looking for a Change Programme Management Officer with excellent planning and communication skills to play a pivotal role in the delivery of an organisational change programme. The six-month programme is targeting improvements across the project lifecycle (bids through to project closure), with a particular focus on improving how resources are managed across the business. The role will support the Executive Director of Operational Excellence in developing and maintaining the plan, and in managing its execution. Specific tasks will include, for example, developing an appropriate governance framework, keeping risk and issues logs up to date, tracking and reporting progress. Regular analysis of e.g. timesheet data will also be required to both provide actionable insights and to review progress against the plan.

### Key Responsibilities

- With the Executive Director, develop and maintain an effective governance framework and programme plan
- Support the Executive Director to keep the programme on track through engagement with colleagues across the business
- Analysis of data (e.g. project time bookings) to both track progress against the plan and to identify priorities

- Maintain risks and issues logs and work with others to agree mitigation approaches
- Day-to-day management of some programme activities
- Progress reporting, provision of briefings and management reports
- Draft, manage and archive programme documentation
- You may be required to undertake any other reasonable duties to support the Catapult in achieving its strategic outcomes and ensure effective business operations.

## Required skills and experience

### *Essentials;*

- The ability to plan, prioritise and manage a varied and busy workload delivering to a high standard with measurable outputs and meeting deadlines.
- A confident and effective communicator (written and oral)
- Able to be trusted to deliver with minimal supervision
- Relationship development and communications skills, along with the ability to quickly understand, interpret and integrate business requirements from a broad range of stakeholder perspectives.
- Analytical skills
- Strong attention to detail.
- Acting in a professional manner and showing determination, drive and commitment at all times and particularly when faced with challenges and setbacks.
- Ability to function independently and use own initiative in a fast-paced environment, as well as to take direction
- An excellent working knowledge of the MS Office 365 suite in general and Excel and SharePoint in particular.

### *Desirable:*

- Experience in providing programme support, such as within a Programme Management Office function
- Knowledge and experience in how to plan, monitor and control programmes
- Experience in a project-based organisation
- Qualified in change management, programme management (e.g. MSP) or project management (e.g. APM, PRINCE2 or PMP).
- Experience in engaging with senior executives, e.g. to provide briefings

To apply for this role please email us on [jobs@cp.catapult.org.uk](mailto:jobs@cp.catapult.org.uk) with your CV and covering letter attached quoting the ref: **CPC478**