2026/0221

POST	Programme Manager – ESS Directorate
DIRECTORATE	Environmental Services and Sustainability
DEPARTMENT	Environmental Services and Climate, Sustainability and Parks Departments
LOCATION	Civic Centre, Craigavon however the post holder may be required to work at other locations throughout the Borough.

FACTORS	**ESSENTIAL**	**DESIRABLE**	**METHOD OF ASSESSMENT**
Qualifications and training	• **A third level qualification (i.e. HNC/HND, Level 4, Degree) in line with the Qualifications and Credit Framework (QCF) in a relevant discipline/subject eg. Project Management, Business Administration, Public Administration, Project Management** or Applicants who do not possess a relevant 3rd level qualification must demonstrate five years' relevant experience as below. (https://www.gov.uk/what-differentqualification-levels-mean/list-ofqualification-levels)	• Project Management qualification (e.g. PRINCE2, AMP Project Management Qualification Project Professional or Practitioner Qualification (PPQ or PQ) or relevant Project / Programme Management Qualification	Application

Experience	At least three years' relevant experience in at least 4 of the following areas (five years if the Qualification criteria is not fulfilled): • Managing major programmes/projects (of significant value in excess of £5m) across a diverse portfolio (not activities within one programme/project). • Preparing and overseeing the delivery of UK Treasury Green Book business cases for major programme/projects. • Delivering major projects through successful partnership working with key stakeholders, including subject matter experts, external consultants and communities. • Developing communication and engagement strategies to successfully deliver programmes/ projects. • Building networks with stakeholders across a range of organisations to deliver projects and business cases.		Application/ Interview
Key skills, Knowledge, and attributes	• Ability to think strategically and creatively to develop solutions to issues arising. • Ability to handle multiple tasks concurrently and work within tight deadlines. • Ability to develop, review and monitor work systems and data management. • Excellent presentation skills. • Excellent report writing. • Ability to present at Senior Management Meetings. • Ability to lead and work effectively in a team. • Ability to work flexibly to meet the needs and demands of the service. • Excellent IT skills.		Interview

Driving	• Hold a full current driving license (valid in the UK) and have access to a car at the closing date or *have access to a form of transport which will permit the applicant to carry out the duties of the post in full. **This relates only to any person who has declared that they have a disability, which debars them from driving*		Application
Working Arrangements/	37 hours per week, Monday – Friday 9.00 am – 5.00 pm.		Self-Assessment
Flexibility	A flexible working scheme is in operation. The postholder may be required to work additional hours and outside normal working hours to meet the needs of the post.		Self-Assessment