2026/0221

Armagh City Banbridge & Craigavon Borough Council

JOB DESCRIPTION

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.
Reports to:	Business Manager
Salary:	PO3 SCP 33-36, £45,529 - £48,738 per annum, pro rata based on 37 hours per week
Hours:	37 hours per week, Monday – Friday 9.00 am – 5.00 pm. A flexible working hours scheme in operation. The postholder may be required to work additional hours and outside normal working hours to meet the needs of the post
Duration:	Permanent

All employees are expected to model the Customer Care behaviours of "Serve Passionately, Engage Positively and Deliver Consistently."

JOB PURPOSE:

The postholder will oversee the delivery of programme management services across the Environmental Services and Sustainability Directorate's diverse portfolio of projects, directly contributing to the strategic aims and objectives of the Council.

They will be responsible for the successful delivery of high-quality, fit-for-purpose programmes and projects that meet the needs of service users and the wider public - helping to ensure that programmes and projects are completed on time and within budget, that they comply with all relevant statutory requirements, whilst providing best value in the procurement of goods and services related to project delivery, ensuring that all activities align with the Council's strategic goals.

Work in collaboration and partnership with Heads of Departments, nominated Senior Responsible Officers (SROs), colleagues across council, design teams, contractors and external stakeholders to ensure project aims and objectives of the Council are delivered.

They will Lead on the development, coordination and the ongoing monitoring of the Business Unit portfolio in relation to:

- Programme and Project management
- Capital Development
- Relevant Policy and Research
- Business Cases and Funding bids
- Procurement Support
- Relevant Service Improvement

(the above list is not exhaustive)
In collaboration with Heads of Department and Senior Managers, they will support transformational change and continuous business improvement within the Directorate, helping to ensure integration of service functions and responsibilities. They assist the Business Manager in the delivery of a high-quality, flexible support service to maximise business development potential and meet the needs of customers in line with best practice.

MAIN DUTIES AND RESPONSIBILITIES:

1. Lead the delivery of the Directorates Capital Programme in partnership with the Estates and Assets and Finance Departments from inception to completion.

2. Lead on the development and implementation of robust and comprehensive Business Cases in line with Council, UK Treasury Green Book and Northern Ireland Executive guidance.
    - Work with Senior Responsible Owners (SROs) and Project Board members to develop Business Case for projects in line with Council, NI Executive and Growth Deal HM Treasury Green Book requirements.
    - Develop and coordinate project plans to deliver projects, working with SROs, Project Board members, stakeholders, consultants, funders and delivery partners.
    - Prepare update reports and develop and manage monitoring systems.

3. Develop and implement programme and project plans to set out delivery.
    - Work with colleagues across Council to develop and implement and deliver programme and project plans.
    - Develop communication plans and stakeholder engagements to inform business cases and ensure community participation.
    - Monitor project delivery, highlighting areas of risk or opportunity, reporting progress to Project Boards, and developing solutions / mitigations as appropriate.

4. Identify funding opportunities and develop initiation documents, including business cases and project plans, for resulting programmes.

5. Lead on the delivery of programmes and projects working with colleagues across a range of teams using collaborative influencing and coaching skills.

6. Monitor budgets, including sourcing and preparing funding bids, as appropriate and monitoring expenditure, advising Project Boards of risks and issues and developing solutions to mitigate and resolve these.
    - Develop and maintain the financial case with SROs.
    - Monitor expenditure in liaison with financial accountants and Capital Project Officers.
    - Work with the Procurement Team to ensure best value and compliant procurement of goods and services in line with project plans and procurement policy.

7. Build and establish links with both key internal and external contacts/stakeholders including leading, organising and attending meetings and workshops.
    - Build and maintain an effective network of contacts to develop and deliver projects, including identifying stakeholders and ways of working collaboratively.
    - Work with suppliers to ensure timely and cost-effective delivery of services and projects and develop innovative solutions to deliver the outcomes of each project.
    - Support the development and implementation of robust communications and engagement plans with colleagues.

8. Lead on and support the project team members during all key stages from feasibility through to post-delivery, while ensuring high levels of contract administration including project decision making to protect Council interests.

9. Support the Business Improvement Manager to drive improvement and cohesiveness across the directorate, develop and deliver a portfolio of transformational change and continuous business improvement programmes identifying opportunities for standardisation of practices and processes, economies of scale, efficiency and improved effectiveness.

10. Provide vision and leadership to the officers working on projects, ensuring that effective systems are in place for workload allocation and resource management.

11. Ensure a culture of effective team working, continuous improvement and innovation within the post holder's area of responsibility.

12. Capture and implement lessons learnt from previous projects and ensure they are incorporated into new programmes and projects to inform the development of project management across the organisation.

13. Produce timely, relevant update reports to Heads of Department and Senior Management on programme, cost (including budget forecasts), risk and key issues arising in respect of the projects.

14. Undertake any other relevant duties that may be required and are commensurate with the nature and grade of the post.

In addition to the standard pre-employment checks this position will also be subject to receipt of a satisfactory Basic AccessNI check.

Please note that completed applications must be submitted not later than the closing date and time as stated on the application form.

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November 2026