

UNLOCKING POTENTIAL
TRANSFORMING LIVES



APPLICANT PACK
Programmes Manager

Thank you for your interest in the above role. Below, you will find the job description and person specification with information on how criteria from the person specification will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

Job Description

Job Purpose
<p>We are looking for an experienced IT Programme Manager to continue to manage the programme of digital change and see our Digital Transformation continue to enable better business outcomes.</p> <p>Be the effective liaison in all digital matters, between the Director and Functional Heads within the Corporate Services Directorate, with HQ Finance, Office of the Chief Executive (OCE), SSE, Estates, Operations (inc all Governors) and external stakeholders working alongside the Business Unit Manger. To deliver effective and manageable digital solutions in-line with the Digital Strategy.</p> <p>This will be delivered in 3 Objectives comprised of a number of distinct projects, currently including</p> <ul style="list-style-type: none">Rationalisation of the DatacentresDelivery of in-cell technologyTransfer of Private Establishments back to SPSManagement of various concurrent smaller projects <p>Be the main point of contact for senior management, reporting and collation of all Digital Services Project matters.</p> <p>Deliver business reporting and audit and assurance processes, whilst maintaining a holistic and strategic overview of delivery priorities within the directorate and how these feed in to the SPS Strategic Digital Plan.</p> <p>The promotion and implementation of effective and robust governance processes, as well as responsibility for producing Directorate written submissions and briefings for internal and external forums and stakeholders.</p>

Responsibility for providing programme and governance support to Head of service to relevant programme boards within the scope of the Directorate and, where necessary, responsibility for ensuring that agreed corporate PM principles are adopted when progressing key/critical Directorate objectives.

Provide the Head of service with objective and evidence based guidance in relation to delivery against strategic priorities, liaising with Functional Heads, working collaboratively within a supportive environment to deliver the organisation's priority outcomes with key internal/external stakeholders to ensure delivery against Digital Services objectives (Digital service research, development and implementation and Data analysis, insight and reporting)

Effectively manage multiple relevant complex initiatives ensuring they are delivered within available resources and timescales, and effective engagement and skills transfer is undertaken with stakeholders.

The role will have 3 main objectives

Objective 1 <i>Creating Digital Capacity</i>	Objective 2 <i>Growing Capability</i>	Objective 3 <i>Boosting Services</i>
Building relationships with all areas of the organisation to champion Digital Services.	Supporting and shaping the Digital Maturity plan for Digital Services.	Support and shape a Service Catalogue for Establishment category and Digital Services Offerings
Improved early involvement in capital projects	ITIL framework for the Service Desk	Support and further develop the Digital Leaders programme
Creating improved relationships with Contractors and suppliers for improved delivery timescales	Supporting the Service Desk with the introduction of Asset Auditing	Representing SPS on the Justice Digital forums to promote SPS

Objective 1 the main outcome is to Improve involvement in capital projects, which are lacking in Digital Services input.

Objective 2 is to grow the capability of Digital services, support the maturity of the ITIL framework. Objective 3 is to establish ongoing support within Digital Services and through the wider business.

Key Responsibilities

1	Developing project scope, objectives and plans, involving all relevant stakeholders and ensuring technical feasibility.
2	Ensure that all projects are delivered on-time, within scope and within budget.
3	Coordinate internal resources and third parties/vendors for the execution of projects.
4	Manage the relationship with the client and all stakeholders including establishing and maintaining relationships with third parties/vendors.
5	Measure project performance and risk using appropriate systems, tools

	and techniques and report and escalate to management as needed.
6	Ensure compliance with objectives, organisational policies, procedures, and standards.

Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential Desirable	or	Stage Selection Process Assessed	of
Qualifications				
Project Management qualification or relevant experience in managing or progressing technical projects at a corporate level, whilst adhering to the project management principles of cost, quality and time.	<input type="text"/>		<input type="text"/>	
Relevant qualification at Degree level in a Business or Information Technology area or relevant experience in managing a Technology and business orientated function at a senior corporate level.	<input type="text"/>		<input type="text"/>	
Knowledge, Skills & Experience				
A clear understanding of Financial, Audit and Business Planning processes including an ability to support effective implementation of relevant plans to ensure efficient and effective delivery of service at a corporate level is advantageous.	<input type="text"/>		Competency Sift Interview	
Ability to identify and prioritise activity to meet project and programme deadlines including directing those resources required to meet same deadlines.	<input type="text"/>		Competency Sift Presentation Interview	
Ability to plan and communicate future resource requirements to meet overall programme deadlines and draft and coordinate	<input type="text"/>		Interview	

management reporting to meet MIS and governance requirements for internal and external programme scrutiny.		
Be able to identify programme risks and maintain active RAID logs to inform programme members. An ability to support effective implementation of relevant plans to ensure efficient and effective delivery of service at a corporate level is advantageous.		Interview
Behaviours		
		Presentation Interview
		Interview
		Interview
		Interview

For further information regarding the expectations in regard to behaviours, candidates should reference the [Competencies for Success Framework](#).

Selection Process Key Dates

Vacancy Closes for Applications		Time	10am
Application Form Competency Sift	<p>Candidates that meet the minimum eligibility criteria will have their application form reviewed by a panel of assessors.</p> <p>Results will be shared via the online recruitment system by 13th June 2023.</p>		
Presentation & Interview*	<p>Candidates successful at the competency sift stage will be invited to participate in the final stage of the assessment process which consists of a Presentation and Interview.</p> <p>Candidates progressing this stage will be provided with further information in the form of a formal invite to assessment.</p> <p>The presentation should be submitted prior to interview.</p>		

Interviews will take place remotely week commencing **19th June 2023** and invites will be shared via the online recruitment system.

***please note interview dates are subject to change.**

If you have any queries regarding the vacancy or have a disability that you feel may affect your performance at any stage in the recruitment and selection process, please contact **Rachael Ferguson** by email at: Rachael.Ferguson@prisons.gov.scot to allow reasonable adjustments to be made to assist you.

