



## Programme Management Officer

### Role Profile

#### A. Details

Position:	Programme Management Officer
Grade	Executive Officer (EO)
Whole time equivalent	Full-time (35 hours per week)
Reports to:	Head of the PMO
Duration:	Permanent

#### B. Department & Role Overview

The Strategic Development Department (SDD) in the Arts Council leads out on the development, implementation and evaluation of our corporate strategy, Making Great Art Work 2016 - 2025, and specific corporate policies. The Department supports staff to deliver the strategy and aligned policy objectives by establishing best practice approaches to research, evidence-based policy development and project and programme management. The Programme Management Office (PMO) sits in SDD and provides support to teams across the organisation to successfully deliver projects and initiatives.

The PMO has responsibility to:

- Create an overall programme plan with staff for the corporate strategy
- Ensure best practices in project and programme management are maintained
- Provide support for staff in preparing project and programme plans
- Manage change within the corporate programme plan
- Measure the success of the corporate programme delivery
- Monitor the progress of the corporate programme to ensure overall goals, schedules, and budget are met.

The Programme Management Officer will work closely with the Head of PMO to successfully deliver this work.

#### C. Key Responsibilities

As an Officer you will:

- Support the values, vision and mission of the Arts Council;
- Have a clear understanding of the Officer role, objectives and targets and how they support the objectives of your Department, the Arts Council's strategic goals and the ten year strategy Making Great Art Work;
- Strive to develop, implement and support new ways of working effectively to meet objectives;
- Actively share information, knowledge and expertise to help the team to meet its objectives;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;

- Successfully manage a range of different projects and work activities at the same time;
- Maintain a strong focus on delivering high performance and service delivery;
- Create and maintain collaborative internal and external relationships;
- Utilise and promote project management guidelines and templates;
- Provide cover to other Teams/Departments as required.

As the Programme Management Officer you will:

- Work with the Head of the PMO and team to implement and embed an effective project management framework across the organisation to support the delivery of the organisational strategy
- Provide expert advice and support to staff regarding project management processes and procedures, to ensure that projects and work-streams are designed and managed in line with agreed scope, timeline and budget. This will include promoting and embedding the use of project management templates in work practice.
- Develop and maintain robust relationships with staff by providing assistance and support in project planning and the preparation of annual work-plans, including prioritisation and sequence selection of projects and programmes.
- Be very familiar with the Making Great Art Work 2016 – 2025 strategic goals; and the three year corporate plan 2023 – 2025.
- Work with Head of PMO to design and schedule communications processes to promote and champion the work of the PMO across the organisation.
- Provide support to develop a system to monitor project progress and work-streams across the organisation, including the use of project management software
- Support with the establishment of a scheduled reporting process in line with Council and sub-committee requirements and prepare progress reports as required
- Work closely with the SDD team, in particular the Measurement and Evaluation Officer, to identify measures relating to the strategy as they relate to outputs and outcomes, to ensure that strategic measurement systems are in place.
- Act as key link person with other Arts Council departments and teams and with external strategic partners;
- Act as a point of contact for enquiries relating to the Programme Management Office
- Work at all times in keeping with the values of the Arts Council.

#### **D. Skills Knowledge and Experiences**

The role will require you to have:

- Experience of delivering projects to a success, to achieve organisational goals with internal and external stakeholders
- Experience of using project management templates and processes to achieve successful project delivery
- Experience of managing and organising information for purposes of reporting
- Excellent written, communication, facilitation and influencing skills
- Good troubleshooting and analytical skills
- Excellent ICT skills including Word, Excel, Outlook and Board Management Software;

- Ability to work well in a team environment be self-motivated and able to manage own workload
- A commitment to high standards of public service
- The ability to communicate through the Irish language, both verbal and written, is desirable but not essential.

**E. Qualifications**

- The successful candidate will ideally have at least a primary degree
- A professional qualification in project management is desirable but not essential