BESPAK

Role Description

Role Title:	Programme Co-ordinator
Reports to (title):	Senior Programme Manager
Function/Department:	Programme Management

Role Purpose
Contribute to the effective portfolio management of projects for our core Inhalation business (IDC/MDI). Where allocated, to co-ordinate lifecycle projects within the value stream taking ownership for project delivery to time, cost and quality. To support the Senior Programme Manager in the successful delivery of major CAPEX and/or New Product Introduction programmes.

Key Accountabilities	
1	Foster a work place culture in all functions within own remit that prioritises the health, safety, environment and well-being of our employees. Rigorously manage non-conformance or contrary behaviours where known
2	Assist and support the Senior Programme Manager who manages our IDC/MDI programme portfolio
3	Manage allocated lifecycle projects within the programme portfolio as defined and agreed with the Senior Programme Manager, ensuring; • Robust project scoping and planning is established and managed over the project lifecycle • Resource allocation is secured from key functions and this resource is managed effectively to deliver to agreed objectives • Budgets are defined for both capital and resource, and governance of budgets is maintained throughout the project lifecycle • Project KPI's are reported as required to key functional and commercial stakeholders
4	Participate in Steering group meetings to review and align priorities for the IDC/MDI portfolio. Support the Senior Programme Manager in preparing portfolio review documentation
5	Supporting KPI reporting for the IDC/MDI portfolio at Site and Executive Leadership level
6	Supporting the preparation of monthly reports for the IDC/MDI portfolio summarising portfolio performance to time, cost and quality
7	As required engaging with the IDC/MDI values stream to ensure clear communication exists between NPI and Operations

Decision Making & Influence
• Required to make decisions within remit above and to escalate issues with programme impact to the Senior Programme Manager/Head of Programme Management • Required at times to manage small cross functional teams and to engage with managers/team leaders and SMT members for the success of the project • Occasional customer contact when reporting on project progress under the direction of the Senior Programme Manager • Objectives are provided rather than detailed and will be reviewed at least monthly.

Role Description

Role Dimensions
Direct Reports: 0 Indirect Reports: 0 Budget: NA

Knowledge, Skills & Attributes			
Essential		**Desirable**	
1	Educated to 'A' level (or equivalent) standard of education. Needs to include Maths and English at 'GCSE' level	1	Educated to degree level or equivalent experience
2	Good team working and communication skills, both written and verbal	2	Experience gained in a pharmaceutical and/or medical device environment.
3	Good working knowledge of relevant software tools. Capable MS Office user	3	Previous experience or exposure to financial management processes.
4	Demonstrable experience of working within a programme, product development or technical role with a similar level of exposure and responsibility	4	Project management qualification
5	Experience in preparing project plans and coordinating cross functional teams	5	Experience with using business management software tools such as SAP

Other Information
• **Core Values** - the post holder must live the Company values and encourage others to do the same at every level in the business. • Role holder may be required to deputise for the Senior Programme Manager and Programme Analyst.

Core Values
• **Customer Focus:** Strive to understand and exceed the expectations of customers. • **Results driven:** Performance that single-mindedly focuses on high quality outputs delivered by dedicated inspired people. • **Teamwork:** Collaborative approach to problem-solving and people development to get the best out of teams. • **Respect:** Listen carefully and treat colleagues and clients with courtesy and consideration. • **Integrity:** Consistently lead by example in responsible and transparent ways.