



Role profile

Maritime Programme Manager

Grade: Higher Executive Officer (HEO)	Salary Minimum: £ 34,330	Contract Type: Permanent
Job Type(s): Policy Strategy Planning	Profession: Policy	Directorate: Maritime
Location(s): London	Reporting to Job Title: Grade 6 Lead	

Job description

Job summary

The UK's maritime and marine sectors are key to Britain's economy contributing at least £14 billion gross value added (GVA) and directly supporting 168,000 jobs. This means that the sector is of the same scale as other high value industries like pharmaceutical manufacturing, aerospace and the road freight industry.

The UK has a dynamic maritime industry with a highly privatised and liberalised ports sector and world leading clusters of maritime professional services (insurance, ship brokering, legal services etc). The global shipping sector carries over 80% of world trade, the volume of which is expected to double by 2030. The UK is therefore ideally positioned to exploit this and drive growth in the maritime sector.

With the recent publication of Maritime 2050 we have an ambitious programme of activity to deliver in the coming years.

Duties and responsibilities

The successful candidate will be joining the Programme Management Office. The team is at the very centre of the Maritime directorate. We primarily work to ensure that Maritime delivers efficiently and effectively by providing a range of support. This includes comprehensive project planning, project scopes and reporting dashboards to discuss important metrics.

The team also provides some key functions for the Directorate such as Recruitment, Finance, and Learning and Development, as well as recently being heavily involved in ensuring Maritime could deliver an effective response to Covid-19 remotely.

We will look to you to provide the Programme Management Office with leadership on management tools, introducing robust governance to oversee the work being carried out and ensuring work is delivered to tight timescales.

This is an exciting and rewarding role, offering a fantastic opportunity to work across the Department, increase your knowledge of the sector, and raise your profile through developing networks across government and industry.

Specifically, you will:

- Lead a team to deliver on financial returns, key aspects of project management, recruitment and reporting
- Support Maritime with Project and Programme Management (PPM) through the development of comprehensive project plans, scopes and dashboards
- Lead on internal communications for the Directorate to increase knowledge and understanding of the Maritime industry and PPM tools and techniques
- Manage a fast-paced and considerable workload with a degree of autonomy, taking care of day to day policy and communications issues, and ad-hoc tasks
- Present high-quality information to governance boards to inform decisions and provide regular updates to Ministers
- Ensure we have robust financial and HR controls to enable the Maritime directorate to be a leader in corporate governance

Behaviours

Communicating and Influencing

- Ensure communication has a clear purpose and takes into account people's individual needs. Share information as appropriate and check understanding. Show positivity and enthusiasm towards work, encouraging others to do the same.

Delivering at Pace

- Get the best out of people by giving enthusiastic and encouraging messages about priorities, objectives and expectations.

Working together

- Effectively manage team dynamics when working across Departmental and other boundaries.

Seeing the bigger picture

- Ensure plans and activities in your area of work reflect wider strategic priorities and communicate effectively with senior leaders to influence future strategies.

Experience

- Someone who can build strong and positive relationships with senior colleagues and stakeholders.
- Experience in securing inputs from others across a range of stakeholders, who are often managing conflicting demands.
- Experience in managing conflicting priorities to deliver timely results.

Strengths

You will be assessed against Civil Service Strengths at interview. For further details, please see the [Civil Service Strengths Dictionary](#).

[More information about Strengths](#)

Other helpful information you need to know

Level of security clearance: Baseline Personnel Security Standard (BPSS)	Working Pattern: Full-time; Part-time; Job share; Flexible working	Contact Information: Kian Russell Kian.russell@dft.gov.uk 07971143528
--	---	--

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable adjustment to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment.