**Job description**

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| **Role title:** | Programme Manager – Commercial | | **Location:** | Reading |
| **Organisation structure & department profile:** | MBNL is a joint venture responsible for the deployment and management of shared infrastructure for our joint shareholders EE and Three.  The Commercial team is responsible for all aspects of procurement activity, liaising with our shareholders for strategic procurement programmes. | | | |
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| **Role purpose:** | * Accountable for the successful programme management of a strategic RFP, supplier selection and negotiation with potential site providers. including the incumbent site providers, together with several related projects. | | | |
| **Key Responsibilities & Accountabilities:** | * Accountable for the successful programme management of all strategic procurement under the programme. * Accountable for delivery in line with the MBNL and Shareholder strategic objectives * Key responsibilities include:   + Managing the programme governance, interfaces, progress updates and reporting   + Provision of all Project product deliverables as necessary e.g. Project Definition Document, project plans, RAID   + Proactively and effectively manage the relationships with all stakeholders including MD, FD, Property Director and Shareholders.   + Managing the programme budget   + Managing the delivery of day-to-day programme tasks, risks, issues and dependencies   + Dynamically managing the availability of resources   + Providing critical input to selection of the optimum commercial proposals to meet MBNL and Shareholder objectives   + Developing the programme approach for service transition | | | |
| **Key Challenges:** | * Managing inherent complexity and commercial challenge in an effective and structured way. * Ensuring all stakeholders are consulted and informed while developing an approach and outcomes that are understood and agreed by all. * Managing the programme under challenging timelines with the requirement to re-prioritise at short notice. * Building effective relationships across the MBNL, Shareholder and Supplier organisations to deliver objectives, enable open and honest exchanges and foster trust and respect. | | | |
| **Key Relationships:**  **(level, nature & purpose)** | **Within MBNL organisation**:  Level – FD, MD and property director and Commercial Lead  Nature – Strategic, Influencing Informative and Commercially astute.  Purpose – Manage key MBNL stakeholders  **Across Shareholder organisations:**  Level – Senior commercial and board level stakeholders.  Nature – Strategic, Facilitative, Influencing and Negotiating.  Purpose – Manage key shareholder stakeholders  **External supplier:**  Level – Commercial and technical lead and up to CEO.  Nature – Strategic, Facilitative, Influencing and Negotiating.  Purpose – Achieving project outcomes. | | | |
|  | **Other key relationship comments:** | | | |
| **Key MBNL behaviours** | **Shine:** Be an ambassador for MBNL.Be courageous and resilient. Grow and stretch yourself, rise to the challenge  **Collaborate:** Be positive. Actively seek others out and build effective relationships. Have open, honest & transparent conversations  **Deliver:** Create a plan, regularly review and measure against that plan. Have a can-do attitude, learn from your experience  **Lead:** Create, innovate and inspire. Challenge the norm and bring people on the journey | | | |
| **Critical Knowledge & Experience (non time related):** | **professional / technical** | | | |
| **must have:** | * Significant and demonstrable experience of managing large scale sourcing and/or strategic programmes with multiple stakeholders * In-depth knowledge of the Programme management methodologies.   Strong knowledge of mobile communications or telecoms in general. | | |
| **nice to have:** | * Experience of eSourcing. | | |
| **business / context** | | | |
| **must have:** | * Strong understanding of the UK telecoms programme delivery, including the factors that constrain, enables and enhances the capability of individual suppliers and the supply chain as a whole. * Extensive experience of motivating and managing multiple and varied stakeholders * Experience of managing the natural tensions between customer, commercial and technical requirements. | | |
| **nice to have:** | * Experience of working in or with a Joint Venture organisation. | | |