



## Programme Delivery Manager

### Role Profile

#### A. Details

Position:	<b>Programme Delivery Manager</b>
Grade	Higher Executive Officer
Whole time equivalent	Full time – 5 days per week
Reports to:	Strategic Development Director
Duration:	Permanent

#### B. Department & Role Overview

The Strategic Development Department in the Arts Council leads out on the development, implementation and evaluation of our strategy, Making Great Art Work, and related corporate policies. The Department supports staff to deliver the strategy and aligned policy objectives by establishing best practice approaches to research and evidence-based policy development.

The programme delivery manager will be responsible for organising programmes of work to support corporate policy delivery. Initially, the role will focus on the new climate action and digital arts policies that address the changing landscape for the arts as we meet the challenges posed by the climate crisis and take advantage of the positive role digital technology can play in our future.

As a manager in the Arts Council, the programme delivery manager will also have responsibilities to progress the values, vision and mission of the Arts Council while actively contributing to the delivery of the Arts Council's strategic goals and the development of a high-performance culture.

#### C. Key Responsibilities

##### As a Manager

- Drive the values, vision and mission of the Arts Council;
- Actively contribute to the delivery of the Arts Council's strategic goals;
- Contribute to policy and strategy development across a range of areas;
- Strive to develop and implement ways of working effectively to meet objectives;
- Lead the team/project teams by example, coaching and supporting individuals as required;
- 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;
- Delegate work effectively, providing clear information and evidence as to what is required;

- Practice and promote a strong focus on delivering high performance and service delivery;
- Contribute to strategic decision-making where required;
- Create and maintain collaborative internal and external relationships;
- Make clear and timely decisions on important issues as required.

#### As Programme Delivery Manager

- Establish and lead work programmes to enable the Arts Council to achieve policy objectives;
- Drive the development of corporate policies throughout their lifecycle from initiation to evaluation to achieve identified outcomes;
- Develop robust relationships with team members, suppliers and stakeholders;
- Work with stakeholders to prioritise and sequence selection of projects within programmes;
- Support staff to deliver projects and programmes assigned to them;
- Manage budgets and resources to ensure timely delivery of programmes;
- Identify, track and report on programme benefits;
- Report programme progress to board, senior management and stakeholders;
- Use data and evidence to generate actionable insights;
- Any other duties appropriate to the Grade that may be assigned from time to time.

### D. Skills Knowledge and Experiences

#### Essential

- Project and programme management skills to deliver complex organisation goals with multiple internal and external stakeholders,
- Excellent communication, facilitation and influencing skills,
- Good troubleshooting and analytical skills,
- Ability to identify and implement improvements,
- Strong Knowledge of Microsoft Office,
- A commitment to high standards of public service.

#### Desirable

- The ability to communicate through the Irish language, both verbal and written;
- Domain knowledge of climate action landscape and/or digital arts practice in Ireland.

### E. Qualifications

- The successful candidate will ideally have at least a primary degree, and preferably a post-graduate or professional qualification in a relevant area.