



The Institution of
Engineering and Technology



Creating a world of better opportunities

Job description

Transformation Programme Manager

Hybrid – Stevenage

Permanent

Grade 12

Full Time - 35 Hours per Week

Reports to: Head of Technology Strategy

Where the role fits

Click or tap here to enter text.

Purpose of the role

The Transformation Programme Manager is responsible for driving and coordinating organisational transformation efforts across multiple programmes to ensure alignment with the IET's strategic objectives. Collaborating closely with the Executive Team, People Team, Portfolio and Product Management (PPM), Technology, and Governance teams, the role ensures that change initiatives are well-coordinated, transparent, and effectively managed across the organisation. By maintaining oversight of the transformation roadmap, the Transformation Programme Manager integrates workstreams, addresses interdependencies, and supports the delivery of measurable benefits in line with agreed organisational goals.

A key aspect of the role is ensuring consistent methodologies, tools, and templates are applied to all change initiatives, fostering a cohesive approach to transformation. This includes maintaining accurate records, developing dashboards to report on progress, and supporting decision-making processes at all levels, including the Board of Trustees. The role also facilitates governance by managing the documentation and tracking of business decisions, ensuring alignment with best practices, and providing visibility into progress and performance.

The Transformation Programme Manager works to mitigate risks, resolve challenges, and maintain engagement with stakeholders at all levels of the organisation. This requires the ability to influence and inspire collaboration across teams, ensuring alignment of resources and priorities. By fostering a culture of continuous improvement, the role encourages regular reviews and enhancements to processes and outputs, ensuring the organisation remains agile and adaptable in a changing environment.

Our leadership charter

Leadership is important. It helps create the culture that we need to be a success – as individuals, as teams and as an organisation. As part of our framework, we have four behaviours we specifically look for in our leaders:

- **Shares vision** – by setting a clear shared vision of success for the organisation
- **Sparks engagement** – by empowering, inspiring, and developing people
- **Skilfully executes** – by setting stretching performance expectations, reviewing progress, and holding people to account to deliver planned outcomes
- **Sustains progress** – by recognising achievement and encouraging continuous improvement and experimentation

Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

Main duties and responsibilities (not necessarily in priority order)

- Support the Executive Team in monitoring the alignment of organisational plans with the IET Strategy, proposing amendments or areas for review as needed. Facilitate the adoption of agreed review processes.
- Collaborate with the Internal Communications team to ensure the consistent and effective communication of the IET Strategy to all relevant stakeholders, both internally and externally.
- Coordinate organisational transformation by overseeing the portfolio of change initiatives. Work closely with the People, Portfolio and Product Management (PPM) and Technology teams to update content, report progress, monitor interdependencies, and ensure alignment with strategic objectives.
- Provide visibility and transparency across organisation-wide change initiatives, ensuring effective collaboration between initiatives, functions, and teams, particularly where interdependencies exist.
- Manage regular meetings to discuss the development and maintenance of the organisational transformation roadmap, such as those related to Culture Change, Organisational Change and Optimisation, PPM, and Projects. Ensure resourcing needs are considered at each stage.
- Support the Executive Team and key stakeholders, particularly within PPM and Technology teams, in driving accountability for performance and delivery against commitments, including benefits realisation across the organisation.
- Develop Executive and operational dashboards to provide real-time information on initiative progress, enabling key decisions and timely interventions.
- Maintain a business decision log for organisational change initiatives, ensuring decisions are made and documented by relevant due dates.
- Ensure initiatives are consistently defined, planned, prioritised, and evaluated using established processes and criteria, leveraging PPM's methodology as a model of best practice.
- Collaborate with the Governance and PPM teams to support the delivery of the annual cycle of strategic review, engagement, and planning meetings.
- Compile the IET's strategic planning documentation using best-practice techniques, coordinating with PPM, Technology, and Finance teams on product and service development.
- Maintain an over-arching view of all organisational change initiatives, ensuring risk mitigation plans are in place and engaging key stakeholders in managing these risks effectively.
- Promote a culture of continuous improvement by reviewing and enhancing activities, requesting and giving constructive feedback, and acting as a role model for improvement.
- Assist with producing slide materials and other content for Board of Trustee meetings and other stakeholder engagements.
- Ensure consistent status reporting across the business to support clear and effective communication.
- Support resource planning across all change initiatives, ensuring resources are aligned with strategic priorities.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Shape the IET's future:** You'll play a key role in developing and implementing strategic plans that define the direction of the IET and contribute to long-term success.
- **Lead and inspire teams:** You'll provide strong leadership that motivates and inspires your team to achieve their best, fostering a culture of purposeful collaboration and open communication.
- **Maximise team strengths:** You'll enhance productivity and engagement by maximising your team's understanding and use of their strengths, ensuring that each team member can contribute their best work.
- **Manage performance and development:** You'll be responsible for setting clear objectives, monitoring performance, and providing feedback and development opportunities for your team members.
- **Build strong relationships:** You'll develop and maintain strong relationships with internal and external stakeholders, effectively representing the IET and its vision.
- **Make informed decisions:** You'll exercise sound judgement and make informed decisions, considering all relevant factors and potential risks to ensure optimal outcomes for the IET.

Skills and experience required

- Proven experience and knowledge of strategic planning processes, organisational objectives, and the ability to align operational initiatives with strategic goals including cultural change programmes.

- Proven experience in coordinating cross-functional teams and managing multiple stakeholders to achieve successful outcomes. Ability to manage and facilitate meetings effectively, ensuring engagement and alignment with objectives across participants, including senior stakeholders.
- Excellent interpersonal, influencing, and negotiation skills, with experience engaging and influencing individuals at all organisational levels, including senior executives and board members/trustees.
- Excellent ability to organise and prioritise competing workloads, meeting strict deadlines, and efficiently managing resources across multiple projects.
- Proficient in analysing complex data and presenting findings clearly to diverse audiences.
- Ability to identify, assess, and address risks associated with organisational initiatives, engaging stakeholders in the development and execution of mitigation plans.
- Familiarity with governance practices, including maintaining decision logs and preparing high-quality documentation and reports for executive and board-level stakeholders.
- A proactive approach to reviewing and improving processes and activities, acting as a role model for promoting organisational excellence.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Proven leadership experience:** A demonstrably successful track record in a managerial or leadership role is essential.
- **Exceptional communication and interpersonal skills:** You'll possess excellent written and verbal communication skills, with the ability to present information clearly and confidently. You'll build rapport and trust with team members through effective communication and active listening.
- **Strong organisational and time management:** You'll demonstrate excellent organisational skills with the ability to prioritise effectively and manage your workload to meet deadlines consistently.
- **Technical or administrative expertise:** You'll possess in-depth knowledge of the relevant technical or administrative area, coupled with a commitment to lifelong learning and development to stay current with industry trends and best practices.
- **Motivational and inspirational leadership:** You'll be able to inspire and empower your team to achieve their full potential through facilitating learning and fostering a culture of innovation, collaboration, and excellence.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Inclusive and positive work environment:** You'll be passionate about creating a positive and inclusive work environment where diversity is celebrated, and each individual feels empowered to contribute and thrive.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>J.S. - CTIO</i>	<i>12/2024</i>
<i>Strategic People Partner</i>	<i>J.W. - Strategic People Partner</i>	<i>12/2024</i>

This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.

It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.