

JOB DESCRIPTION

Job Title:	Business Improvement Programme Manager
Department:	Business Management & Strategic Alignment
Onshore/Offshore:	Onshore
Location:	Aberdeen
Reports to:	Head of Business Management & Strategic Alignment

Role Purpose

The Business Improvement Programme Manager will lead the coordination, governance and delivery of a portfolio of strategic and operational improvement initiatives. The Programme Manager is a centralised role reporting to the Head of Business Management & Strategic Alignment. The role involves tracking/reporting, assurance/quality control, information management, risk/issue tracking, change control, support and knowledge management/learning from experience. The Programme Manager will also manage the intake, prioritisation, and execution of projects that drive efficiency, performance, and innovation across the business. Working closely with cross-functional teams and reporting to the Executive Leadership Team, ensuring alignment with corporate objectives and transparent progress tracking.

Areas of Responsibility

Geographical Span:	Serica Assets – UKCS
Budgetary Responsibilities:	No
Direct Reports:	Yes
Travel Required:	Occasional as required

Main Tasks

Please note that this list of duties is not exhaustive, and employees will be expected to undertake reasonable duties commensurate of their role and grade.

This role has the following responsibilities and outputs:

- Oversee a portfolio of ongoing business improvement projects across multiple departments.
- Ensure projects are delivered on time, within scope, and aligned with strategic goals.
- Maintain a centralised view of project status, risks, dependencies, and resource allocation.
- Develop and manage the intake and evaluation process for new business improvement initiatives.
- Liaise with the Business to track and prioritise initiatives within our Portfolio, facilitating stage-gate reviews and ensuring compliance with internal governance frameworks.
- Collaborate with project sponsors, department heads, and functional leads to define project scopes and success criteria.

- Act as a trusted advisor to senior stakeholders on program performance and improvement opportunities.
- Support change management efforts to embed improvements and ensure adoption.
- Establish and maintain PMO standards, templates, and best practices.
- Identify opportunities for process optimisation and operational efficiency.
- Coordination of the regular project and programme level reporting cycles
- Promote a culture of continuous improvement and innovation.
- Responsible for managing other project managers and supporting the upskilling of internal candidates in project management practices.

Additional responsibilities include assisting the Head of Business Management & Strategic Alignment with defining and updating the project management processes, standards and governance and assisting Project Managers on large projects. The Programme Manager also has people management responsibilities managing a PMO team comprising of Project Managers and PMO Analysts.

Professional/Educational Requirements	
Essential:	• Proven project management experience, with strong experience in programme or portfolio management, ideally within the energy, oil & gas, or industrial sectors. • Strong understanding of PMO functions, governance, and project lifecycle methodologies (Agile, Waterfall, Hybrid). • Demonstrated ability to manage multiple complex projects and influence senior stakeholders. • Must be outcome-focused, able to drive delivery, and confident liaising with senior stakeholders to ensure alignment and execution. • Relevant certifications (e.g., PMP, PRINCE2, MSP) are desirable. • Proficiency in all Microsoft Office programmes. • Excellent communication, facilitation, and reporting skills. • Demonstrable people and team management skills, ideally running a PMO capability

Acknowledgement	
<i>I have read this job description and fully understand the requirements for my role within Serica.</i>	
Employee Signature:	
Print Name:	
Job Title:	
Date:	