

## Army Cadet Force Association Job Description

<b>Job Title:</b>	IS Programme Manager	<b>Position Type:</b>	1 FTE Contract (2 years)
<b>Department:</b>	Support – Project Westminster	<b>Level/Salary Range:</b>	Band H £44,500 - £49,995 p.a.
<b>Responsible for:</b>	Oversee the Cadet IS Programme and deliver its strategic objectives	<b>Travel Required:</b>	Occasional
<b>Reporting to:</b>	DComd Cadets	<b>Closing Date:</b>	Friday 6 <sup>th</sup> July 2018
<b>Location:</b>	Home Based working for Cadets Branch, HQ Regional Command, Montgomery House, Aldershot, Hampshire, GU11 2JN		

### Job Description

#### Purpose of the Post:

The IS Programme Manager is an employee of the Army Cadet Force Association (ACFA) working for Cadets Branch, HQ Regional Command. The post holder will be home based, however, must be prepared to travel to Cadets Branch on a weekly basis. Due to the nature of the work, the post holder should have the necessary security clearance to be able to access MOD premises and information up to SECRET – UK EYES ONLY; this is the Security Check (SC) level of vetting. Incumbents are to follow both the letter and spirit of Regional Command security regulations. Candidates who are not already SC are to be prepared to undergo security checks and will be required to undergo a Disclosure and Barring Service (DBS) Check.

Project Westminster is an MIS that has been in-service with the Army Cadet Force since 2007 and provides Human Resources (HR) functionality, activity management and G4 inventory management. The system is used by most MOD sponsored Cadet Forces, including the ACF, CCF (Army, RN, RM & RAF), SCC and VCC. In 2011, the project integrated with the Defence Gateway and adopted many additional MoD services available on the Joint Server Farm including Email, SharePoint, Social Media, Virtual Learning and Service Desk Management. At the same time, the Air Cadets developed a separate system; project BADER, used by the ATC / CCF RAF, but is not integrated with the Defence Gateway and makes little use of MoD services. The CCF RAF it is expected to manage data in both Westminster and Bader.

The Westminster application is managed by Cadets Branch which is not an IS delivery organisation. As such it lacks some of the IT Governance and corporate knowledge required to maintain and deliver enterprise information systems. Some assistance has been provided by IAS Andover and G6 Regional Command, but there are still gaps in the IS approach that could result in failed projects and missed opportunities. The vision is to build an IS Programme that can deliver highly secure, compliant, world-beating Information Services that reduce the administrative burden on Adult Volunteers and encourage the engagement of cadets and parents with all Cadet Force activity.



ACFA is a charity registered in England and Wales (No. 305962) and Scotland (SC039057)

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A full time Programme Manager is required by Regional Command Cadets Branch, to oversee the Cadet IS Programme and deliver its strategic objectives. Working with the Programme Architect, the Programme Manager will use Agile delivery techniques to schedule work packages over quarterly programme increments. The role also includes Budget Management across workstreams, communication with stakeholders and risk management. The strategic themes for the Programme include Security, Cloud, Web Service.

**Principal Responsibilities:**

- Produce a monthly Highlight Report.
- Manage the Programme Backlog.
- Run a weekly Scrum of Scrums.
- Act as the Programme Board Secretary.
- Manage the Programme Change Management process.
- Risk Management.
- Catalogue Lessons Learnt.
- Financial Reporting.
- Write Business Cases.
- Review completed works as required.

**Additional Responsibilities:**

- Regional Command expects all staff to complete successfully the Regional Command Workplace Induction Package; this basic package satisfies a range of administrative requirements such as, yet not limited to, responsible for information, health and safety; equality and diversity; and fire awareness. This is a mandatory requirement for all staff employed by Regional Command.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> <li>▪ Extremely high level of administration and planning skills.</li> <li>▪ Good general education</li> <li>▪ Evidence of continuing personal and professional development</li> </ul>		Application form, interview, certificates
Experience and knowledge	<ul style="list-style-type: none"> <li>▪ At least 4 years experience as a Project or Programme Manager</li> <li>▪ Experience in stakeholder management</li> <li>▪ Experience in change management</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of policy relating to young people</li> <li>▪ Understanding of the Armed Forces</li> </ul>	Application form, interview, references



	<ul style="list-style-type: none"> <li>▪ Experience of working with partners, internally and externally</li> <li>▪ Accustomed to working under pressure for a demanding team</li> </ul>		
Skills and ability	<ul style="list-style-type: none"> <li>▪ AGILE Methodologies e.g SCRUM, Kanban, SAFe etc</li> <li>▪ Enterprise Architecture, MODAF/TOGAF</li> <li>▪ Software Engineering</li> <li>▪ Information Architecture</li> <li>▪ Information Security Architecture</li> <li>▪ Demonstrable success in establishing effective working relationship across a range of organisations at all levels</li> <li>▪ Excellent written and verbal communication skills.</li> <li>▪ Effective interpersonal skills, in particular influencing skills</li> <li>▪ Ability to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oracle Technologies including Database, APEX, Analytics</li> <li>▪ Visual Studio Team Services</li> <li>▪ Information Security Management Systems</li> <li>▪ Security Architecture SABSA</li> <li>▪ Military/Cadet Force experience</li> <li>▪ MoD investment appraisal and commercial processes</li> <li>▪ Relevant qualifications and professional membership</li> </ul>	Application form, interview, references

