

Assistant Programme Manager

Reporting to the Programme Manager

Based in Teesside (Redcar) or Solihull

ABOUT SEMBCORP ENERGY UK

Sembcorp Energy UK (SEUK), a wholly-owned subsidiary of Sembcorp Industries, is a leading integrated energy business, providing flexible energy services and sustainable solutions supporting the UK's transition to Net Zero. With a 968MW portfolio of energy generation and battery storage in operation, our expertise helps major energy users and suppliers improve their efficiency, profitability, and sustainability, while supporting the growth of renewables and strengthening the UK's electricity system.

At Wilton International in Teesside, we supply private wire electricity, world-scale utilities, and specialist services to energy-intensive industrial businesses on the site, providing energy resilience, security, and cost advantages. These services are complemented by our fleet of fast-acting, decentralised power stations and battery storage sites situated throughout England and Wales. Monitored and controlled from our central operations facility in Solihull, these flexible assets deliver electricity to the national grid, helping to balance the UK energy system and ensure reliable power for homes and businesses.

For more information on Sembcorp Energy UK visit www.sembcorpenergy.co.uk | [LinkedIn](#) | [Twitter](#)

ABOUT SEMBCORP INDUSTRIES

Sembcorp Industries (Sembcorp) is a leading provider of sustainable solutions, driven by its purpose to do good and play its part in building a sustainable future. Headquartered in Singapore, Sembcorp leverages its sector expertise and global track record to deliver innovative solutions that support the energy transition and sustainable development. By focusing on growing its renewables and sustainable urban solutions businesses, it aims to transform its portfolio towards a greener future.

Sembcorp has a balanced energy portfolio of over 12,700MW, with more than 3,200MW of renewable energy capacity comprising solar, wind and energy storage globally. The company also has a proven track record of transforming raw land into sustainable urban developments, with a project portfolio spanning over 11,000 hectares across Asia.

Sembcorp is listed on the main board of the Singapore Exchange. It is a component stock of the Straits Times Index and sustainability indices including the FTSE4Good Index and the iEdge SG ESG indices. For more information, please visit www.sembcorp.com.

Position Overview:

To ensure effective, quality delivery of programme and project management across the organisation. The Assistant Programme Manager will be managing complex transformation programmes and need to work closely with program sponsors in effective delivery of the projects. They will have experience of project management, of managing different interfaces, and of programme and project methods and tools.

Responsibilities:

The Assistant Programme Manager is responsible for:

- Coordinate internal resources and third parties for the flawless execution of projects
- Ensure that all projects are delivered on-time, within scope and within budget
- Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Develop a detailed project plan to monitor and track progress.
- Manage changes to the project scope, project schedule and project costs using appropriate verification techniques.
- Measure project performance using appropriate tools and techniques.
- Report and escalate to management as needed.
- Perform risk management to minimize project risks.
- Create and maintain comprehensive project documentation.
- Track project performance, specifically to analyse the successful completion of short and long-term goals
- Develop comprehensive project plans to be shared with relevant stakeholders.

Requirements:

Essential

- Proven working experience in project management
- Excellent internal communication skills
- Strong working knowledge of Microsoft Office and Microsoft Projects / Primavera
- Bachelor's Degree in appropriate field of study or equivalent work experience
- Excellent communication and relationship building skills
- Ability to make logical decisions and recommendations on limited information
- Experience juggling multiple deadlines and priorities
- Be results orientated, disciplined and structured; ability to support the broader portfolio team
- Strong IT skills (Excel, Word, PowerPoint, Skype as a minimum)
- Some travel may be required to meet with stakeholders across the various sites

Desirable

- Project Management Professional (PMP) certification is a plus

Benefits:

- Competitive basic salary dependent on experience
- Discretionary performance-based bonus
- 26 days annual leave plus bank holidays
- Stakeholder Pension Scheme
- Private Health Insurance (currently covered by Aviva)
- Group Income Protection Scheme
- Life Assurance
- Flexible working
- Training and Development