

JOB DESCRIPTION

APPENDIX C

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' Appendix B to the SOP.

A. POST DETAILS:

Job Title:	Project Manager	Current Grade:	B003
Department:	Digital Policing	Area:	FHQ – A Div
Reports To:	Senior Project Manager	No of Posts:	5
Level of vetting:	SC	Post Number:	

B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

As a Project Manager you will support the Senior Project Manager in delivering a digital change for the Force, which will develop the capabilities of BTP's core operational systems and deliver a wide range of benefits to the force and its stakeholders.

You will be responsible for successfully project managing the implementation digital change, delivering successful project outcomes using project management practices throughout the project lifecycle

Additionally, you will provide 'hands-on' project management support to the Operational Systems Team and System Development Team as required and provide project assurance at Project Boards and to senior stakeholders, including the Senior Responsible Owner, Corporate PMO and Technology PMO.

C. DIMENSIONS OF THE POST *The key statistics associated with the post*

Financial – Direct or Non-Direct
Non - Direct

Staff Responsibilities – Direct or Non-Direct
Non-direct

Any Other Statistical Data
Regular analysis of project documentation including risk and issue logs, plans, etc. for assurance and PMO and/ or project board reporting purposes.

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D. PRINCIPAL ACCOUNTABILITIES: *What the job is accountable for and required to deliver*

- Develop a detailed project plan and manage the project, ensuring it remains on track and to budget.
- Acts as the principal conduit for project management issues and queries between the business units, organisational stakeholders and project team.
- Ensures the project follows the BTP project management methodology, provides assurance to project stakeholders including producing regular project highlight reports.
- Produces relevant project management documentation as needed to support project delivery, including project plans, risk logs, dependency maps and change impact and readiness assessments as appropriate.
- Ensures that any risks, issues, conflicts or dependencies between projects are identified, managed and resolved.
- Implements any necessary changes throughout the process.
- Produces project stakeholder and communications plans and materials.
- Works with stakeholders to produce a project benefits and realisation strategy, ensuring that all project benefits are identified, with equal focus across cashable and non-cashable benefits.
- Verify data used to produce benefits profiles, ensuring traceability back to the source.
- Identifies and reports issues and risks associated with own work.
- Proactively monitors and identify risks and issues to implementation, producing effective project status exception reports and presentations and provide advice on significant project risks, issues and dependencies; detailing options for consideration and the potential impact of such options.
- Monitors and reports on project spend.
- Produces the end of project report, evaluating success and challenges and sharing lessons learned.
- Communicate with relevant stakeholders to keep them informed of progress, issues and developments; providing appropriate briefings to enable them to make informed decisions.

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E. DECISION MAKING:

Make decisions

Works under general direction. Uses discretion in identifying and resolving complex problems and assignments. Usually receives specific instructions and has work reviewed at frequent milestones.

Determines when issues should be escalated to a higher level.

Makes day-to-day decisions on problem solving, priorities etc.

Significant say in decisions

Influences project team/department members.

Make specific recommendations and have a significant say in decisions affecting project outcomes taken at the project board and design authority.

Has working level contact with stakeholders and suppliers. Makes decisions which may impact on the work assigned to individuals or phases of projects.

F. CONTACT WITH OTHERS: *The frequent contacts the post holder has with others and for what purpose*

Internal

Liaison with Police officers and staff at all levels of the organisation

External

Government Departments

Train Operating Companies and rail industry staff.

Home Office Forces

Police Scotland

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REQUIREMENTS: *The skills, knowledge, experience, qualifications and training required to perform the job.*

Essential Criteria:

Qualifications and Training:

- Educated to degree level or equivalent experience
- Project management qualification such as Prince 2 or MSP

Experience:

- Proven experience of leading and implementing projects and/or programmes and developing organisational structures and systems that lead to increased organisational effectiveness
- Experience of working on all stages of the project development lifecycle, with the ability to facilitate, create and oversee large complex plans, including the delivery of complex projects
- Experience of producing and updating project documentation and reports, both alone and as part of a wider team
- Trained and experienced in using Microsoft Office applications
- Experience of managing relationships with internal and external stakeholders
- Experience of establishing and maintaining relationships with external project suppliers
- Excellent written and verbal communication skills. Applicants must be able to demonstrate that they have skills in effectively producing a range of reports to a varied audience.
- Experience of monitoring and reporting on project budgets
- Experience of benefits management including both cashable and non-cashable benefits
- Experience of working in a change management environment

Skills:

- Excellent organisational and scheduling skills to plan the use of people and resources to meet project deadlines
- Good interpersonal skills and the ability to work effectively as part of a team.
- Self-motivated and resilient with the ability to use your own initiative and work under pressure while producing high quality work.
- Strong IT skills, including working knowledge of Microsoft Word, Excel and PowerPoint
- Excellent facilitation and engagement skills, including negotiation and influencing to manage expectations.
- Excellent risk, issue and dependency management skills
- Skilled in applying experience and knowledge of project management disciplines to clearly define problems and resolve them
- Excellent stakeholder engagement skills including the ability to form working relationships with individuals at all levels of the organisation and leverage those relationships to get things done
- Ability to prepare guidance and training materials to a high standard

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Knowledge:

- Significant knowledge of project management methodologies
- Excellent knowledge of UK policing environment

Desired Criteria:

Qualifications and Training:

- Business change qualification or relevant experience

Experience:

- Experience of delivering project management in a police, criminal justice or government setting
- Experience of working in a public contact environment
- Experience of working with Records Management Systems
- Supporting the delivery of transformational change in police, criminal justice or government setting

Skills:

- The ability to monitor and control budgets

Knowledge:

- Knowledge of the wider political and socio-economic factors that affect policing and the criminal justice system throughout the United Kingdom and internationally

H. ANY ADDITIONAL INFORMATION: *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

You will be an innovative and self-motivated person, with a strong service oriented, can do attitude.

You will be a strong communicator, with excellent interpersonal skills, be able to communicate in a clear manner and be able to flex your style appropriate to the audience. You will be able and willing to challenge at any level in an appropriate manner.

BTP is a national Force and this role will require travel across the country to meet with stakeholders, members of staff, management, and suppliers as needed.

I. AUTHORISATION DETAILS

Prepared By: Eleanor Howard Date: September 2019

Area Commander /FHQ Supt. Chris Casey/Head of Digital Policing

HoD: Date: September 2019

Evaluation Panel: Date

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