BRITISH TRANSPORT POLICE

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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 Support Officer (Generic)	Current Grade:	A005
Department:	Various	Area:	Force Headquarters
Reports To:	Programme Lead or Programme Manager	No of Posts:	1
Level of vetting:	SC	Post Number:	

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

Provide a comprehensive support and advisory service, supporting the Programme Lead or Programme Manager in the management, development and delivery of BTP force level projects.

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

None

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

Act as the first point of contact for programmes and projects providing advice and answering general enquiries.

Provide a comprehensive administrative service to the programme and projects that includes:

- Monitoring the performance of assignments and project work against agreed objectives.
- Developing and maintaining information systems that monitor information on BTP's programmes and projects. Recommending revisions that will increase efficiency and effective use of resources.
- Design and construct project plans and project documentation where appropriate.
- Updating and creating intranet pages and providing advice and support to other Projects on the design and development of their pages.
- Providing assistance and support in relation to the management of Programme and Project Board meetings.
- Maintaining the administration of Rosetta, purchase orders, GRNs, budget, tracking finance/invoices, holidays and sickness leave.

Undertake research and environmental scanning for existing and prospective projects, as appropriate.

Work on small scale projects; undertaking scoping, planning, research and drawing up recommendations and conclusions as directed.

E. DECISION MAKING:

Make decisions

They are expected to keep the Programme Lead and Programme Manager updated and to seek approval for exception decisions due to the overall accountability on all other issues and day to day management.

Significant say in decisions

The post holder will be relied on by the Programme Lead and Programme Manager to make day to day decisions regarding project governance and financial spend profiles and to highlight any issues by exception, together with recommendations and supporting rationale.

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

Internal

Extensive liaison with Chief Officers, heads of department, officers and staff

External

Government departments, Home Office police forces

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

Essential Criteria:

Qualifications and Training:

Prince II or equivalent demonstrable knowledge and experience of project management methodology

Experience:

Experience of working in a project environment providing support to successful projects.

Experience of developing databases using Excel and Access.

Prior experience of organising and managing meetings, conferences, seminars, briefings and preparing appropriate documentation including briefs, taking and writing accurate minutes.

Skills:

Excellent planning skills with knowledge and use of Microsoft Project and Office

Excellent written and verbal skills with the ability to communicate with staff at all levels

Knowledge:

Knowledge of organisational and business change theory and techniques

Desired Criteria:

Qualifications and Training:

Experience:

Skills:

Knowledge:

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.*

Scrutiny of projects and programmes from both internal and external stakeholders will be significant.

The Programme Lead and Programme Manager relies heavily on the project officer to oversee force level projects on a day to day basis due to their previous knowledge and experience.

I. AUTHORISATION DETAILS

Prepared By:	Revised by Graeme Kyle and Miranda Smith	Date:
Area Commander /FHQ HoD:		Date:
Evaluation Panel:		Date: