

## 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:	Various	Area:	FHQ
Reports To:	Programme Manager or Programme Lead	No of Posts:	
Level of vetting:	BV	Post Number:	

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

Deliver the portfolio of transformation programmes and projects, ensuring expert programme and project management, in order to deliver the roadmap efficiently and effectively.

The post holder will lead or support the delivery of project(s) or workstreams to cost, quality and time standards using the BTP Project Management, Programme Management and Portfolio Management methodology; promoting this as the preferred means of managing BTPs transformation portfolio.

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

#### Financial – Direct or Non-Direct

Project Managers will have shared responsibility for delivering successful project outcomes. Depending on the project, Project Managers will be responsible for monitoring individual project revenue and capital budgets and the business reporting cycle. They will also be responsible for monitoring the realisation of financial and non-financial benefits.

Ensure effective financial management and control. Liaise with finance to determine spend profiles and manage risk.

#### Staff Responsibilities – Direct or Non-Direct

Depending on the project, project managers may have direct or non-direct responsibility for project support officers, business analysts or other temporary staff

#### Any Other Statistical Data

Regular Management Information to Programme Board and corporate PMO as required.

Production of business cases including investment appraisal.

Financial forecasting and monitoring,, exception reporting and analysis of risks and issues.

Regular analysis of project documentation including risk and issue logs, plans, etc for audit purposes.

## REWARD

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

Champion and implement effective project delivery, supporting the delivery of BTPs 2021 transformation portfolio

- Support communication and engagement with project stakeholders, developing and maintaining key relationships and working in partnership to resolve problems to benefit operational policing and BTP.
- Work with the design and business change leads to ensure consistency of project delivery approach.
- Provide direction and leadership for the project delivery team in scope of the role.
- Support the building and sustaining of capacity and capability within the project team to deliver the programme
- Deliver project outcomes and benefits
- Support co-ordination of the project / workstream and its interdependencies, working closely with the project managers for the other projects within the programme
- Support identifying, managing and resolving risks, tracking and managing costs and benefits, providing reports as required, and ensuring all outputs meet project requirements
- Deputise for the programme manager where needed, with authority to make delegated decisions, and be the key contact for the project for stakeholders
- Lead projects or project workstreams as required, managing the delivery of key outputs, managing and resolving risks and providing progress updates to the project manager as required
- Manage stakeholder communications and key messages for the project / workstream
- Maintain project / workstream plans and associated risks
- Make project interventions to ensure that projects remain on track and to budget.
- Responsible for Project Initiation, End of Project Reviews, Post Implementation Reviews.

Within this framework, the post-holder must set his/her own targets and objectives to achieve the best results in terms of project outcomes for the organisation.

**E. DECISION MAKING:**

**Make decisions**

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

**Significant say in decisions**

Make specific recommendations and have a significant say in decisions affecting project outcomes taken at Project Boards and by Portfolio Change and Investment Board members concerning projects.

**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 departments, officers and staff.

**External**

Home Office and Scottish Police Forces; Railway Businesses (TOCs, Network Rail, Freight Operating Companies, TfL, etc); Suppliers & Contractors.

**REWARD**

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

**Essential Criteria:**

**Qualifications and Training:**

Professional qualification in project management e.g. MSP or PRINCE 2 or willingness to work towards it.

**Experience:**

Experience of working in a large and complex organization

Experience of contributing to a collaborative culture team culture and an environment of continuous learning

Experience of working on complex projects

**Skills:**

Ability to apply experience and knowledge of project management disciplines to clearly define problems and resolve them.

Ability to use analytical techniques in the decision making process to make robust proposals concerning project interventions.

Ability to persuade and influence others to promote the use of project management disciplines.

Ability to form working relationships with individuals at all levels of the organisation.

**Knowledge:**

Knowledge of project management disciplines, including: Project Management; Programme Management; Risk and issue management; Benefit Management; Business change; Business case preparation including return on investment calculation and Resource Management and planning

**Desired Criteria:**

**Qualifications and Training:**

Professional and/or graduate qualifications in business or change management , is desirable

**Experience:**

Experience of influencing, negotiating with, and providing challenge to management-level stakeholders.

**Skills:**

Ability to work little supervision, setting own priorities based on personal and team objectives.

**Knowledge:**

Business analysis; Organisational (re)design; Business process reengineering; financial forecasting and monitoring; contract negotiation; and supplier management.

Knowledge of public sector, especially police transformation and/or the rail transport industry would be an advantage.

- 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.*

BTP 2021 is a portfolio of transformation programmes and projects designed to realise significant benefits and efficiencies for BTP over the next 4 years. It involves significant investment in digital capability and a wholesale modernisation of the BTP operating model.

**I. AUTHORISATION DETAILS**

Prepared By:	Amended by Graeme Kyle and Miranda Smith	Date:
Area Commander /FHQ		Date: 01/02.2018
HoD:		Date:
Evaluation Panel:		Date: