

## 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:	Benefits Realisation Manager	Current Grade:	TBC
Department:	Transformation Portfolio Group	Area:	FHQ
Reports To:	Design and Delivery Lead	No of Posts:	1
Level of vetting:	Baseline	Post Number:	A103492

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

To ensure that the BTP2021 portfolio of change delivers the anticipated cashable and non-cashable benefits for the force. Validating, monitoring and agreeing the direct benefits associated with the implementation of each programme and project, ensuring that all benefit related risks, issues and dependencies are identified, recognised and mitigated and any post launch risks/issues are managed.

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

#### Financial – Direct or Non-Direct

Direct: None

Non-Direct: the realisation of £30million worth of cashable benefits throughout the lifecycle of the BTP2021 portfolio of change

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

HR and Finance Business Analyst

#### Any Other Statistical Data

Planned programmes for delivery between 2018 and 2021 anticipated to make savings for BTP in excess of £30 million and manage the reinvestment of funds in a way that best supports operational policing.

It is anticipated that around 100 employees will be involved in the management and delivery of these change programmes and that they programmes will work alongside an external delivery partner.

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

As part of the Transformation Portfolio Group the role is to ensure that a consistent approach to benefits management is applied across the portfolio and programmes and that benefits realisation is optimised from the BTP investment in change. Specific outputs are:

- Design, develop, monitor and maintain a BTP2021 Benefits Realisation Management Framework (BMF).
- Maintain and monitor a portfolio wide benefits realisation plan.
- Provide advice, guidance and support to programme delivery teams and business colleagues on the identification, measurement, consistency and realisation of benefits.
- Assess the impact of change requests on the benefits realisation plan.
- Provide training and coaching support on the benefits identification and realisation processes and the application of the BMF.

## REWARD

- Use BMF data to provide reports on the achievement and realisation of benefits, including those benefits that are to be delivered post implementation and any planned returns on investment.
- Provide assurance of the effectiveness of benefits management and elevate issues as appropriate.
- Monitor post implementation reviews to ensure that all anticipated benefits have been realised during delivery or that there is a clear plan in place for post implementation realisation.

**E. DECISION MAKING:**

**Make decisions**

Finance and portfolio management decisions and be accountable for effective benefits management across the force

**Significant say in decisions**

Influence senior management and delivery leads on the opportunities for consistent benefits management

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

**Internal**

Extensive liaison with employees at all levels across the Force

**External**

British Transport Police Authority (BTPA)

Home Office

Train Operating Companies (TOCs)

Passenger Focus and other consumer organisations

Association of Train Operating Companies (ATOC)

Private and third sector organisations

Universities and external researchers

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

**Essential Criteria:**

**Qualifications and Training:**

Degree in a relevant discipline or relevant work experience

Benefits management qualification or wider Management qualification such as P3O, MSP, PRINCE 2 or equivalent knowledge or experience

**Experience:**

Benefits Realisation - experience of mapping and tracking benefits in a fast paced office environment using recognised design methodologies and BMFs to inform business cases and BAU sustainment

Self-starter with the ability to work independently

Proven ability to build good working relationships, often at a distance.

Ability to manage multiple work streams at the same time, prioritising the key issues.

Experience in monitoring and updating a number of tools/databases to quality assure priorities and targets

Experience and confidence in presenting to a wide variety of audiences and be an ambassador for BTP.

**Skills:**

**Communicating & Influencing**

Is creative and adaptable in communications: Able to use a range of non-standard and creative approaches to inform and/or persuade others, extending beyond logical argument to influence decisions and actions

**Analyses data and problems**

Able to seek out and examine a range of information to identify patterns, trends and options to solve multi-faceted problems

**Planning and organising**

- Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.
- Excellent technical skills – particularly Excel.
- Understanding of strategy development and objective setting
- In depth knowledge of Benefits Realisation discipline
- Excellent leadership and delegation skills
- Excellent influencing skills
- In depth understanding of business and programme delivery
- Experience of working in and managing benefits in large complex Change Programmes

**Knowledge:**

Understanding and awareness of political environments and confident in dealing with people of all levels both internally and externally.

Excellent knowledge of the UK policing environment.

**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.*

**I. AUTHORISATION DETAILS**

Prepared By: Iain Metcalf and Graeme Kyle

Date: 26/04/2018

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: