

**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:	Programme & Project Manager Co-ordinator	Current Grade:	A006
Department:	Portfolio Transformation Team	Area:	FHQ
Reports To:	Head of Design/Delivery	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*

To provide an effective co-ordination, monitoring and configuration management service to the Transformation Portfolio Group, and act as a first line provider of advice and guidance to Programme and Project Managers.

**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**

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

As part of the Transformation Portfolio Group, the post holder will be accountable for effectively supporting the central planning, reporting, auditing, training and method development work undertaken by the Group.

- Develop, maintain and hold responsibility for the central P3M3 (Portfolio, Programme and Project) tracking databases and act as the point of contact for all service delivery and analytical requests in relation to this.
- Gather data from programme and project managers to update the portfolio databases and ensure the sound exercise of configuration management (i.e. ensuring all databases match each other and the required structure of the portfolio).
- Co-ordinate and minute the Design Authority, Portfolio-level meetings and Programme Boards (where appropriate).
- Develop and maintain the content Transformation Portfolio Group intranet page and resource centre as the main repositories of P3M3 toolkits, document templates, and project documents.
- Support and undertake research into the continuous improvement of the P3M3 methodology ('toolkit'), including from gateway audit recommendations, ensuring any new guidance is integrated into the toolkit.
- Prepare and release portfolio progress, update and toolkit development information via newsletters, posters, workbooks and case studies.
- Co-ordinate workshops, briefings and training events designed to assist Programme and Project managers in improving their effectiveness and delivering successfully.
- Act as a first point of contact for queries into the Transformation Portfolio Group, with a focus on providing an avenue for first line advice and guidance for programme and project managers.
- Manage the BTP 2021 email account, researching answers and providing a response to requests wherever possible.

**REWARD**

**E. DECISION MAKING:**

**Make decisions**

**Significant say in decisions**

**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

PRINCE2 Practitioner

**Experience:**

Extensive experience of working in a co-ordination role in a fast paced office environment

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

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

Experience in monitoring and updating a number of 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:**

Excellent verbal communication skills. For example, the ability to positively influence stakeholders and senior employees in an appropriate way to achieve positive outcomes.

Excellent report writing skills, so as to present issues in a clear and logical manner.

Excellent I.T. and administrative skills (including the ability to take minutes).

Excellent research and analytical skills with the ability to interpret, prioritise, and process data.

Ability to work as part of a team and on own initiative.

Able to liaise with internal and external contacts to establish and develop a two way exchange of information and data.

Strong IT skills including Microsoft Word, Excel and PowerPoint.

Self motivated with the ability to work under pressure while producing high quality work.

**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.*

**REWARD**

**I. AUTHORISATION DETAILS**

Prepared By: Area Commander /FHQ  
HoD:  
Evaluation Panel:

Created from Lessons Exploitation Coordinator  
(A006) by Miranda Smith and Graeme Kyle

Date:  
Date:  
Date: