BRITISH TRANSPORT POLICE

HR8:1.3
Version 1.2

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:	Portfolio Excellence Manager	Current Grade:	B003
Department:	Transformation Portfolio Group	Area:	Force Headquarters
Reports To:	PMO Lead	No of Posts:	1
Level of vetting:	NPPV2	Post Number:	

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

To set and deploy P3M3 standards and methods for the delivery of the BTP portfolio of programmes and projects; ensuring that programme and projects are working towards successful outcomes that are delivered on time and within budget through the use best practice methods and high-quality outputs.

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

Financial – Direct or Non-Direct

Shared responsibility for maximising the outcomes achieved by the organisation's total project investments (capital and revenue budgets) c£11m per annum.

Ensure effective financial management and controls are applied to throughout the portfolio.

Liaise with resourcing leads to determine spend and efficiency profiles and manage risk.

Staff Responsibilities – Direct or Non-Direct

Non-direct reports

Any Other Statistical Data

Delivery of high-quality standards throughout the lifecycle of programmes and projects.

Developing insightful commentary on programme/project performance to highlight success and weaknesses and recommending action.

Regular analysis of project/programme documentation to validate evidence and conclusions.

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 the development and setting of best practice standards and quality controls for all programmes and projects in the portfolio.

Champion and implement P3M3 methodologies and standards:

- Lead, and manage the creation, continuous improvement, and consistent use of P3M3 methodologies, governance, and standards across the portfolio; setting and communicating processes and standards; and embedding good practice.

- Ensure that there is effective provision of hands on support and guidance to programme and project managers in the effective application of P3M3 methodologies and standards

- Work closely with the Head of PMO to develop a single view of the methodologies, tools, and standards for each P3M3 specialism.

- Ownership of the 'lessons learned' process for the portfolio, ensuring post-implementation reviews contribute

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to the continuous improvement of applied P3M3 methodologies in BTP.

- Support the review process for business cases, aiming to ensure completeness and high quality submissions in line with Force quality standards.
- Ownership of the portfolio prioritisation methodology and its application, running the regular prioritisation process and ensuring that the process is aligned to the Strategic Plan and medium term financial planning and budget-setting processes.
- Create and manage a knowledge management function and repository for tools, methodologies, and standards.
- Provide overall direction and expertise for P3M3 methodologies and standards.
- Support the training and development project and programme managers by embedding P3M skills.

E. DECISION MAKING:

Make decisions

Make day-to-day decisions on problem solving, priorities, recommendations and escalation, etc.

Significant say in decisions

Responsible for influencing the behaviour of project and programme managers to promote the use of best practice P3M3 techniques and bring control and quality improvements.

Make specific recommendations and have a significant say in decisions affecting project outcomes taken at portfolio governance meetings.

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

BTPA

TfL

Department for Transport

Cabinet Office – Government Digital Services

All Home Office and Scottish Police Forces

Railway Businesses (TOCs, Network Rail, Freight Operating Companies, TfL, etc)

Suppliers & Contractors

G. 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.

PRINCE2 Foundation and Practitioner, or MSP or other recognised PPM qualification

Experience:

Experience of implementing or assuring projects and/or programmes and developing organisational structures and systems that lead to increased organisational effectiveness or that significantly contribute to strategic objectives.

Experience of P3M3 methodologies and of applying these in a complex organisation.

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NOT PROTECTIVELY MARKED

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 from Board to operational levels and leverage those relationships to get things done.

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

Knowledge:

Working knowledge of Project management and Programme consultancy and management, including design and troubleshooting, governance and assurance, risk and issue management, business case preparation and benefit management.

Working knowledge business analysis and organisational (re)design, business process reengineering and resource management and planning.

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.*

The 'BTP2021' change portfolio is a transformational portfolio of programmes and projects designed to realise significant benefits and efficiencies for BTP over the next four years. In involves significant investment in digital capability and a wholesale modernisation of the BTP operating model.

I. **AUTHORISATION DETAILS**
Prepared By: Revised by Miranda Smith and Graeme Kyle   Date:
Area Commander /FHQ
HoD: Date:
Evaluation Panel: Date:

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