

## 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 Assurance Manager	Current Grade:	B003
Department:	Strategic Development Department	Area:	Force Headquarters
Reports To:	Head of Corporate Assurance	No of Posts:	2
Level of vetting:	SC	Post Number:	HQ3120

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

To conduct planned and ad hoc independent assurance reviews on the portfolio, projects and programmes through analysing project reports and engaging with a range of stakeholders at different levels. To report the impartial findings and recommendations to SROs and COG to provide confidence and highlight risks to BTP.

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

#### Financial – Direct or Non-Direct

Maintain oversight of portfolio budgets to ensure effective financial management and control  
Liaise with finance to seek assurance on project spend profiles and budget.

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

None.

#### Any Other Statistical Data

Delivery of regular assurance findings to the Portfolio Change and Investment Board and COG Members, Project Managers as required.

Reviewing and monitoring business cases including investment appraisal.

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*

Accountable for providing assurance to the Portfolio Change and Investment Board.

Responsible for making project and programme interventions to positively influence project outcomes.

Accountable for leading independent reviews of projects and programmes in BTP's portfolio of change, identifying risks and issues and developing pragmatic recommendations

Responsible for providing insight to SRO's on the appropriateness of project/programme controls in place.

Accountable for undertaking project/programme assurance reviews and health checks against an annual assurance plan.

Accountable for reporting recommendations to the Programme Board and monitoring progress against these to ensure that audit recommendations are implemented and lessons are learnt.

Responsible for proactively undertaking thematic portfolio reviews / deep dives to provide assurance that portfolio delivery is on track.

Responsible for identifying where external assurance may be required, liaising with the Infrastructure Projects Authority (IPA) and facilitating this on behalf of BTP.

Responsible for undertaking other assurance / audit activity in the team, as required.

**E. DECISION MAKING:**

**Make decisions**

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

Makes recommendations to SROs and Chief Officer Group (COG) to improve project/programme delivery.

**Significant say in decisions**

Responsible for influencing the behaviour of project/programme managers.

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

**REWARD**

**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**

Infrastructure Projects Authority

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 equivalent PM qualification

Managing Successful Programmes (MSP) Foundation and Practitioner

Agile / Scrum

IA Certificate (post-graduate) and/or Degree in Business Management, Auditing or a related topic

**Experience:**

Experience of leading and implementing 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 working on all stages of the development lifecycle, with the ability to facilitate, create and oversee large complex plans, including the delivery of complex projects.

Experience of conducting assurance reviews / OGC Gateway Reviews

Experience of conducting Port Implementation Reviews

**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 COG to operational levels and leverage those relationships to get things done.

**Knowledge:**

Significant knowledge of project management disciplines, including:

- Project management
- Programme management
- Project consultancy, design and troubleshooting
- Project governance and assurance
- Risk and issue management
- Benefit Management
- Business change and consultancy techniques
- Business analysis and organisational (re)design
- Business process reengineering
- Business case preparation, including return on investment calculation
- Financial forecasting and monitoring
- Contract negotiation
- Supplier management
- Resource management and planning
- Understanding of Governance, Risk and Compliance

**Desired Criteria:**

**Qualifications and Training:**

- Management of Portfolios (MoP) Foundation
- Certified OGC Gateway Reviewer (High or Medium)
- Risk Management Qualification
- Member, Chartered Institute of Internal Auditors (IIA)
- Benefits Realisation Management

**Experience:**

- Managing projects / programmes
- Conduct assurance reviews

**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.*

I. **AUTHORISATION DETAILS**

Prepared By:

Date: 200218

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: