

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:	Design and Delivery Lead	Current Grade:	C002
Department:	Portfolio Transformation Team	Area:	FHQ
Reports To:	Head of Transformation	No of Posts:	1
Level of vetting:	NPPV2	Post Number:	TBC

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

To drive transformation delivery, owning the target operating model, portfolio plan and Design Authority. To build, develop and lead the organisation wide PPM capability and ensure the portfolio is aligned to the corporate strategy and delivers planned benefits and efficiencies.

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

Financial – Direct or Non-Direct

Non Direct:

The post holder is responsible for the health of the PPM capability of BTP, including initiatives to develop capability and maturity

Staff Responsibilities – Direct or Non-Direct

Direct

6 x reports (1 x HR Manager (C001), 1 x Senior Management Accountant (B004), 1 x Programme Design Manager (B003), 1 x Benefits Realisation Manager (B003), 1 x Programme and 1 x Project Manager Co-ordinator (A006))

Any Other Statistical Data

The Transformation Portfolio Group is a newly created function to control and support the implementation of the BTP 2021 change portfolio. The portfolio is expected to contain 10 strategic programmes which are intended to implement a new operating model for BTP, including digital policing capabilities, shared services, and infrastructure improvements. It is anticipated that around 80 employees will be involved in the management and delivery of these change programmes and that they programmes will work alongside an external delivery partner.

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

- Lead on driving the overall design and delivery of the change portfolio implementing the Force operating model. Co-ordinating programme delivery and benefits realisation. To include elements such as:
 - Efficiency planning
 - PPM capability
 - Benefits Planning
- Lead on the development and delivery of the portfolio plan and ensure that the individual programmes have their own plan that follows the same principles, mapping interdependencies and portfolio risks.
- Take responsibility for the development of an overarching efficiency and benefits realisation plans, whilst ensuring that the individual Programmes have their own detailed plans and that these follow the same direction.
- Contribute to the strategic direction, leadership and management of the Force by providing strategic advice on business design.
- Establish and deliver a clear PPM capability and maturity strategy which takes account of the complexity and interdependence of the environment and of the whole organisation, ensuring that clear aims and objectives are aligned to strategic direction.
- Exercise judgment in identifying force wide impacts and coordinate responses for the Chief Constable and Deputy Chief Constable and programme SROs.

E. DECISION MAKING:

Make decisions

Strategic business, finance and portfolio management decisions - and be accountable for results.

Significant say in decisions

Influence Force Executive Board, senior management and BTPA as appropriate.

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

Internal

The work of the post holder involves liaison with Chief Officers and senior personnel, the Force management team and employees across the organisation at all levels. Liaison with BTPA in person and at meetings, including the Chief Executive, Chairman and members.

External

Government Departments - Home Office, Crown Prosecution Service, Department for Transport, Association of Chief Police Officers (ACPO) (England, Wales and Scotland), ACPO Performance Management Group, Association of Police Authorities (APA), National Policing Improvement Agency (NPIA) (Soon to be: National Crime Agency), National Audit Office (NAO), Her Majesty's Inspectorate of Constabulary (HMIC), Home Office and Scottish Police Forces (inc. ACPO teams), Railway Businesses (TOCs, Network Rail, Freight Operating Companies, TfL, etc), Chartered Institute of Public Finance Accountants (CIPFA), Suppliers and Contractors. Represent BTP at external meetings, conferences and exhibitions as Head of profession.

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

Essential Criteria:

Qualifications and Training:

Educated to degree level with relevant post-graduate business qualification, such as an MBA, or equivalent demonstrable work experience.

Prince 2, MSP or equivalent relevant PPM work experience

Experience:

Significant experience at a senior level within policing, public sector or comparable organisations.

Significant successful involvement at a senior level in the delivery of large scale multi-discipline change projects / programmes managing teams of people with diverse functional skills with overall responsibility for leading complex change; creating a new service or department.

Experience in the application and use of business improvement skills and/or whole systems thinking.

Experience in organisational development intervention. This should include the leadership and implementation of organisational and/or cultural change, and/or developing organisational structures and systems that lead to increased organisational effectiveness.

Proven experience of delivering sustainable financial efficiencies as well as implementing highly effective systems to drive, support and sustain organisational excellence.

Skills:

Excellent verbal and written communication skills and able to demonstrate interpersonal skills of persuasion, negotiation and arbitration.

Ability to present complex data and information in a concise and straightforward manner.

Highly self-motivated with the ability to work under pressure, produce high quality work and exercise both initiative and discretion.

Outstanding time management and organisational skills.

Excellent influencing and negotiating skills, with the ability to understand and motivate people to a high degree, by achieving a balance between tact and diplomacy.

Evidence of strong personal drive, including high levels of resilience and determination and an ability to anticipate and overcome obstacles to deliver results and demonstrate evidence of the ability to make complex judgments and decisions and to challenge current thinking in a fast moving environment.

Expert skills in Microsoft Project, Word, Excel and PowerPoint.

Knowledge:

Knowledge of organisational/business change within the UK policing and commercial opportunities for Shared Services, Collaboration and Outsourcing

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Desired Criteria:

Qualifications and Training:

Experience:

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: Revised by Graeme Kyle and Miranda Smith

Date:

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: 02/01/2018

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