

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 Reporting and Insights 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 design and embed effective reporting tools and methodologies across the BTP portfolio of programmes and projects; ensuring that programme and projects are transparently and accountably working towards successful outcomes that are delivered on time and within budget through the use of P3M3 best practice. Lead reporting on portfolio financial and delivery status to the Police Authority and Chief Constable's governance forums.

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£80m over four years..

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

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

Staff Responsibilities – Direct or Non-Direct

Non-direct reports include the PMO Project Support Officer providing administrative support to portfolio report generation and co-ordination of dashboard returns.

Any Other Statistical Data

Delivery of high quality reporting on the alignment between the portfolio and the Force strategic objectives.

Delivery of high-quality portfolio, programme and project management information to Force governance boards.

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

Report on financial and efficiency forecasting and monitoring.

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 designing and embedding effective reporting and insight tools and methodologies across the BTP portfolio of programmes and projects.

Champion and implement reporting and insights:

- Lead the completion of overall portfolio and programme reporting (including insights), bringing together risks and issues, benefits and planning inputs and providing a meaningful narrative of progress and outcomes to inform decision making by Force governance meetings.
- Lead the effective monitoring of key financial and delivery milestones, both for the portfolio as a whole and

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across the constituent programmes, ensuring that early warning indicators are available to Senior Responsible Owners (SROs).

- Lead and manage the creation, continuous improvement, and consistent use of reporting and insights tools and governance across the portfolio, setting and communicating processes, embedding good practice techniques and standards.
- Work closely with the PMO Lead, programme and project managers and stakeholders (including enabling functions such as Finance and Commercial) to develop innovative, relevant, timely and accurate reporting and analysis, delivering meaningful insight.
- Lead and manage the development of a portfolio prioritisation report, to inform decision-making by Force governance meetings.
- Work with the PMO Lead to identify innovative ways of automating reporting capabilities across the portfolio.
- Promote the Management of Portfolios methodology as the preferred means of managing strategic change and ensure that programmes/projects remain aligned to strategic and operational plans, making recommendations for improving BTP's project management methodology.
- Provide mentoring and coaching to all BTP programme and project managers regarding the methodology and wider portfolio management issues.

E. DECISION MAKING:

Make decisions

Makes 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 project management techniques and bring control and improvement to performance reporting and insight.

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

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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 contributes to strategic objectives.

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. It involves significant investment in digital capability and a wholesale modernisation of the BTP operating model.

The development of innovative reporting and insight tools may require a hands-on approach to the specification and configuration of dashboard reports, including where these might be automated through known business intelligence systems such as Microsoft Office 365 PowerBI.

The outputs of the role will be subject to audit by the GIAA as part of their review of portfolio management.

I. AUTHORISATION DETAILS

Prepared By: _____ Revised by Miranda Smith and Graeme Kyle

Date: _____

Area Commander /FHQ

HoD: _____

Date: _____

Evaluation Panel: _____

Date: _____