

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:	Project Manager	Current Grade:	B003
Department:	Strategic Development Department	Area:	Force Headquarters
Reports To:	Head of PMO	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 ensure successful project outcomes through the use of Project Management, Programme Management and Portfolio Management practices.

Promote the Management of Portfolios methodology as the preferred means of managing BTP's Portfolio of Projects and Programmes to ensure they remain aligned to strategic and operational plans.

Make recommendations for improving BTP's project management methodology and promote its use in the organisation.

Provide 'hands-on' project management support to the Strategic Command Team as required.

Provide mentoring and coaching for all BTP project managers.

Provide project assurance at BTP project boards and to SCT members.

Undertake Project Initiation Reviews, End of Project Reviews, Post Implementation Reviews, Project Audits and Gateway Reviews.

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

Financial – Direct or Non-Direct

Shared responsibility for successful project outcomes affecting the organisation's total project budgets of £8.6m capital and £9.2m revenue.

Responsible for individual project revenue and capital budgets and the business reporting cycle.

Ensure effective financial management and control. Liaise with finance to determine spend profiles and manage risk.

Staff Responsibilities – Direct or Non-Direct

Non-direct reports – all force project managers and resources required for successful project delivery through matrix management approach.

Any Other Statistical Data

Delivery of regular Management Information to Force Programme Board and SCT Members, Project Managers as required.

Production of business cases including investment appraisal.

Project financial forecasting and monitoring, for the Portfolio of Projects and Programmes.

Exception reporting and analysis of risks and issues.

Regular analysis of project documentation including risk and issue logs, plans, etc for audit purposes.

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

Accountable for the successful delivery of nominated Projects and Programme. To be successful, the post-holder must have responsibility for project success so that s/he is empowered and motivated to intervene to positively influence project outcomes.

Accountable for making project and programme interventions to ensure that projects remain on track and to budget.

Accountable for ensuring that any conflicts or dependencies between projects are identified and resolved.

Accountable for ensuring that all projects and programmes follow the BTP project management methodology, providing assurance to members of SCT at project level as well as guidance and mentoring for project managers.

Accountable for the promotion of Portfolio Management as a methodology for the organisation to manage strategic change initiatives and projects.

Responsible for carrying out Project Initiation Reviews, End of Project Reviews, Post Implementation Reviews, Project Audits and Gateway Reviews to capture benefits.

Within this framework, the post-holder must set his/her own targets and objectives and those of the PMO team to achieve the best results in terms of project outcomes for the organisation.

E. DECISION MAKING:

Make decisions

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

Significant say in decisions

Responsible for influencing the behaviour of project managers to promote the use of best practice project management techniques and bring control to project implementation.

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

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

Office of Government Commerce

National Policing Improvement Agency

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

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.

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 SCT to operational levels and leverage those relationships to get things done.

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

Knowledge:

Significant knowledge of project management disciplines, including:

Project management

Programme management

Project consultancy, design and troubleshooting

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

Desired Criteria:

Qualifications and Training:

Agile

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:

Date: 08.12.11

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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