

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 Design Manager	Current Grade:	B003
Department:	Transformation Portfolio Group	Area:	FHQ
Reports To:	Design and Delivery Lead	No of Posts:	1
Level of vetting:	Baseline	Post Number:	

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

The purpose of the post is to enable the design and maintenance of the organisational portfolio, programme and project plans, including dependencies and resource planning and tracking, to ensure that the BTP2021 portfolio of change achieves the anticipated value for the force.

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

Financial – Direct or Non-Direct

Direct: None

Non-Direct: the delivery of £30million worth of cashable benefits throughout the lifecycle of the BTP2021 portfolio of change

Staff Responsibilities – Direct or Non-Direct

Programme and Project Manager Coordinator

Any Other Statistical Data

Planned programmes and projects for delivery between 2018 and 2021 anticipated to make savings for BTP in excess of £30 million and manage the reinvestment of funds in a way that best supports operational policing.

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.

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

As part of the Transformation Portfolio Group the role is to ensure that a consistent approach to planning and resourcing is applied across the portfolio and programmes and that dependencies alignment is optimised across the BTP investment in change. Specific outputs are:

- Facilitate the design, development and ownership of portfolio, programmes and project plans ensuring that all milestone and internal and external dependencies are identified and logged.
- Define standards for portfolio, programmes and projects reporting to enable ease of roll up of milestone data and dependencies.
- Provide advice, guidance and support to programme delivery teams and business colleagues on the portfolio design.
- Analyse interfaces and dependencies between projects and programmes and recommend actions where anomalies exist

REWARD

- Maintain and update plan advising on missed forecasted milestones and impact on dependencies and benefits.
- Provide a capacity planning and resource tracking service alongside external providers that forecast future resource needs based on portfolio, programmes and projects plans and wider business functions (including procurement, finance and L&D)
- Monitor and update resource requirements based on evolving requirement, external support, KSE and prioritised programmes and projects and advise on resource tensions and shortfalls
- Work with HR and L&D to produce a resource selection and development programme that sustains the resource requirements
- Assess the impact of change requests on the portfolio plan.
- Monitor post implementation reviews to ensure that lessons can be reviewed within portfolio design.

E. DECISION MAKING:

Make decisions

Portfolio design management decisions and be accountable for effective portfolio dependency and resource management across the force

Significant say in decisions

Influence senior management and delivery leads on the opportunities for consistent portfolio design and dependency management

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

Extensive liaison with employees at all levels across the Force

External

British Transport Police Authority (BTPA)

Home Office

Train Operating Companies (TOCs)

Passenger Focus and other consumer organisations

Association of Train Operating Companies (ATOC)

Private and third sector organisations

Universities and external researchers

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

Essential Criteria:

Qualifications and Training:

Degree in a relevant discipline or relevant work experience

Management qualification such as P3O, MSP, PRINCE 2 or equivalent knowledge or experience

Experience:

REWARD

Portfolio Design:

- Enabling complex operating model options development using recognised design methodologies to inform business cases
- experience of mapping and/or tracking programmes/projects activity, dependencies and resource in a fast paced office environment

Self-starter with the ability to work independently

Proven ability to build good working relationships, often at a distance.

Ability to manage multiple work streams at the same time, prioritising the key issues.

Experience in monitoring and updating a number of tools/databases to quality assure priorities and targets

Experience and confidence in presenting to a wide variety of audiences and be an ambassador for BTP.

Skills:

Communicating & Influencing

Is creative and adaptable in communications: Able to use a range of non-standard and creative approaches to inform and/or persuade others, extending beyond logical argument to influence decisions and actions

Analyses data and problems

Able to seek out and examine a range of information to identify patterns, trends and options to solve multi-faceted problems

Planning and organising

- Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.
- Excellent technical skills – particularly Excel.
- Understanding of strategy development and objective setting
- In depth knowledge of programme or project planning
- Excellent leadership and delegation skills
- Excellent influencing skills
- In depth understanding of business and programme delivery
- Experience of working in and managing benefits in large complex Change Programmes

Knowledge:

Understanding and awareness of political environments and confident in dealing with people of all levels both internally and externally.

Excellent knowledge of the UK policing environment.

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: Iain Metcalf and Graeme Kyle

Date: 26/04/2018

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date: