

JOB DESCRIPTION

APPENDIX C

A. POST DETAILS:

Job Title:	Project Manager	Current Grade:	B003
Department:	People & Culture	Area:	FHQ
Reports To:	People and Culture Programme Manager /	No of Posts:	4
Level of vetting:	MV	Post Number:	

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

The purpose of the post is to manage projects within either the People and Culture transformation Programme. The postholder will be expected to own and drive delivery of specific projects in the Programme and flex between projects as necessary.

The post holder(s) will work to cost, quality and time standards, using the BTP Project Management, Programme Management and Portfolio Management methodology

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

Financial – Direct or Non-Direct

Direct: None

Indirect: None..

Staff Responsibilities – Direct or Non-Direct

For one role – line management for a Programme Support Officer

Any Other Statistical Data

Project managers will have a critical role in delivering projects within one of the 10 strategic programmes that make up the BTP 2021 transformation portfolio which will implement a new operating model to make BTP a more effective and efficient organisation. The programmes will put in place new services and process to improve operational effectiveness and oversee planned efficiency initiatives such as the move to shared services. It should be noted that while the Programme and project managers are part of the BTP 2021 transformation portfolio, the transformation journey will extend well beyond 2021.

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

Champion and implement effective project delivery, supporting the delivery of the L&D transformation programme, within the broader BTPs 2021 transformation portfolio

- Support communication and engagement with project stakeholders, developing and maintaining key relationships and working in partnership to resolve problems to benefit operational policing and BTP.
- Work with the design and business change leads *where these are part of projects* to ensure consistency of project delivery approach.
- Lead delivery of given projects' outputs, outcomes and benefits, reporting to the Programme Manager.
- Support the Programme Manager in building and sustaining of capacity and capability within the project team to deliver the programme,
- Lead on co-ordination of the project / workstream and its interdependencies, working closely with the project managers for the other projects within the programme *and* with counterparts in other programmes.
- Lead on the identification, management and resolution of risks, tracking and managing costs and benefits, providing reports according to BTP 2021 learning and the PMO's Enterprise methodology as required; in particular, provide timely contributions to the monthly Highlight Reports and Budget Register.
- Deputise for the programme manager where needed, with authority to make delegated decisions, and be the key contact for the project for stakeholders
- Lead projects or project workstreams as required, managing the delivery of key outputs, managing and resolving risks and providing progress updates to the project manager as required
- Manage stakeholder communications and key messages for the project / workstream
- Make project interventions to ensure that projects remain on track and to budget.
- Provide initial drafts of key governance products, e.g. Project Initiation Documents, End of Project Reviews, Post Implementation Reviews, in line with the PMO's Enterprise Programme and Project Management approach.

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

E.

DECISION MAKING:

Make decisions

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

Significant say in decisions

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

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

Internal

Theme Leads, the SRO and deputy SRO, other Project Managers, SMEs, the PMO, extensive liaison with Chief Officers, heads of departments, officers and staff

External

Home Office and Scottish Police Forces; Railway Businesses (TOCs, Network Rail, Freight Operating Companies, TfL, etc); Suppliers & Contractors, BTPA

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

Essential Criteria:

Qualifications and Training:

Degree

Professional qualification in project management e.g. MSP or PRINCE 2 or significant experience in project delivery

Experience:

Experience of project delivery and implementing change, including on complex projects

Experience of working in a large and complex organization

Experience of contributing to a collaborative culture team culture and an environment of continuous learning

Skills:

Able to develop effective stakeholder relationships at different levels

Ability to apply experience and knowledge of project management disciplines to clearly define and resolve problems.

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.

Able to present information succinctly to different audiences

The ability to provide input to, and to drive, requisite business case creation.

Knowledge:

Personal commitment to a broad range of diversity and inclusion principles

Ability to apply project management to deliver business change

In particular: knowledge of project management disciplines, including: Project Management; Programme Management; Risk and issue management; Benefit Management; Business change; Business case preparation including return on investment calculation and Resource Management and planning

Desired Criteria:

Qualifications and Training:

Professional and/or graduate qualifications in business or change management are desirable

Experience:

Experience of influencing, negotiating with, and providing challenge to management-level stakeholders.

Skills:

Communication, negotiation and influencing skills

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

Collaborative team ethic

Knowledge:

Business analysis; Organisational (re)design; Business process reengineering; financial forecasting and monitoring; contract negotiation; and supplier management.

Knowledge of public sector, especially police transformation and/or the rail transport industry would be an advantage.

- 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 post can be based anywhere within the BTP footprint. The postholder will be expected to actively embrace Smarter Working and commit to travel when required.

The post operates within dedicated transformation Programmes and, more widely, within the broader BTP 2021 transformation landscape.

I. AUTHORISATION DETAILS

Prepared By: Catherine Lewis McNulty

Date: 18 September 2020

Area Commander /FHQ

HoD:

Date:

Evaluation Panel: REWARD TEAM

Date : 2020

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