

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 Support Officer	Current Grade:	A005
Department:	Transformation Portfolio Group	Area:	Force Headquarters
Reports To:	Portfolio Management Office Lead	No of Posts:	1
Level of vetting:	SC	Post Number:	

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

Provide a comprehensive support and advisory service, supporting the PMO Lead in the management, development and delivery of BTP force level projects.

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

Financial – Direct or Non-Direct

None

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

None

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

Act as the first point of contact in PMO providing advice and answering general enquiries.

Provide a comprehensive administrative service to the PMO that includes:

- Monitoring the performance of assignments and project work against agreed objectives.
- Developing and maintaining information systems that monitor information on BTP's programmes and projects. Recommending revisions that will increase efficiency and effective use of resources.
- Design and construct project plans and project documentation where appropriate.
- Updating and creating PMO intranet pages and providing advice and support to other Projects on the design and development of their pages.
- Providing assistance and support in relation to the management of Programme Board and its governance arrangements.
- Maintaining the administration of Rosetta, purchase orders, GRNs, budget, tracking finance/invoices, holidays and sickness leave.

Undertake research and environmental scanning for existing and prospective projects, as appropriate.

Work on small scale projects; undertaking scoping, planning, research and drawing up recommendations and conclusions as directed.

Provide advice and support to Project Managers in the use of BTP's Project Management Methodology, including risk and issue management, financial management, project planning and business case preparation.

Participate in the development and improvement of BTP's Project management Methodology components.

E. DECISION MAKING:

Make decisions

The Project Officer is expected to make decisions relating to projects with delegated authority of the PMO Lead across financial or other governance issues.

They are expected to keep the PMO Lead updated and to seek approval for exception decisions due to the overall accountability on all other issues and day to day management.

Significant say in decisions

The post holder will be relied on by the PMO Lead to make day to day decisions regarding project governance and financial spend profiles and to highlight any issues by exception, together with recommendations and supporting rationale.

During periods of absence of the PMO Lead the Project Officer is relied upon to manage, taking any strategic level decisions to the project sponsor whilst the PMO Lead is unavailable.

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 department, officers and staff

External

Government departments, Home Office police forces

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

Essential Criteria:

Qualifications and Training:

Prince II or equivalent demonstrable knowledge and experience of project management methodology

Experience:

Experience of working in a project environment providing support to successful projects.

Experience of developing databases using Excel and Access.

Prior experience of organising and managing meetings, conferences, seminars, briefings and preparing appropriate documentation including briefs, taking and writing accurate minutes.

Skills:

Excellent planning skills with knowledge and use of Microsoft Project and Office

Excellent written and verbal skills with the ability to communicate with staff at all levels

Knowledge:

Knowledge of organisational and business change theory and techniques

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.*

Scrutiny of projects and programmes from both internal and external stakeholders will be significant.

The PMO Lead relies heavily on the project officer to oversee force level projects on a day to day basis due to their previous knowledge and experience.

I. AUTHORISATION DETAILS

Prepared By:	Amended by Graeme Kyle and Miranda Smith for BTP 2021	Date: 02.02.2018
Area Commander /FHQ		
HoD:		Date:
Evaluation Panel:		Date:

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