

## **JOB DESCRIPTION**

**Post:** Seven Force Programme and Project Manager  
**Grade:** Essex PO3, Kent Grade G, Norfolk/Suffolk Band H, Beds PO3, Cambs MB2, Herts A6  
**District/Department:** Seven Force Collaboration Programme team  
**Sector/Section:**  
**Location:** TBC with travel across the 7 forces as required  
**Reporting to:** Programme Manager  
**Duration:** Temporary contract/Secondment

### **Purpose of the role**

Plan and manage all aspects of the delivery of Seven Force projects, as allocated, ensuring that business requirements are addressed and that solutions are implemented to the required quality, within approved budgets and timescales, in order to deliver optimum operational and business benefits. Provide professional consultancy for business re-engineering processes across functions in the Seven Force region in order to identify areas for more efficient and effective methods of working.

### **Main responsibilities (*This list is not exhaustive*)**

Deliver projects using effective project management techniques, business process mapping and tools; documentation, reports and visual aids, in order to deliver change improvement, meet legislation, organisational restructure, or to resolve inefficiencies, force issues and problems as directed by senior sponsors.

Coordinate, facilitate and run continuous improvement events using Lean or similar techniques, across the regional functions, to identify more efficient and effective methods of working.

Maintain effective financial, project forecasting and progress reports as appropriate, monitor allocated human and material resources, associated revenue costs and all capital costs against the project budget. Ensure that change control procedures are in place, and actively used to assess the effect of changes to the projects on costs, timescale and resources.

Organise and lead Working Groups and attend relevant meetings, preparing and delivering strategic reports, briefings and presentations to Chief Officers, senior managers and external agencies. Provide expert consultancy and advice, evaluation and reports on the delivery of assigned projects.

Build and maintain professional relationships, with internal and external customers, agencies, suppliers and stakeholders, in order to influence, promote and support project delivery and lean events.

Identify, bid for, manage, support and motivate project resources assigned within project teams, in order to maximise performance from individuals and support business development project deliverables.

Identify, define and assess the management of project risks, including time or cost over-runs or failure to deliver plans fit for purpose, establish the levels of risk, addressing and advising on tactical vulnerabilities, preparing risk plans and reports to relevant Working Groups, ensuring that appropriate and informed decisions are taken in relation to threats and vulnerabilities in respect of the assigned plan.

### **Necessary experience:**

Validated:

Ideally the manager should have a degree (or equivalent qualifications or experience) and proven managerial experience and qualifications. He/she must be able to evidence at least 3-5 years proven track record of successful project delivery.

A relevant project management qualification together with programme management skills/ qualifications such as MSP foundation or Agile project management methodology would be advantageous. Ideally they should have experience using continuous improvement techniques and the ability to manage a project portfolio.

The manager must be able to evidence working to, and producing comprehensive reports and project management documentation for senior executives.

The postholder must be able to analyse information to identify alternative courses of action and be able to consider the impact of alternative courses of action.

The manager must have excellent communication, presentation and interpersonal skills and experience. He/she will be skilled at communication between teams, end users and the business, using appropriate and a variety of communication methods. Excellent team working skills are essential.

The project manager should be able to evidence their track record of successfully managing change team relationships.

### **Competency and Values Framework for policing:**

#### **Values:**

**Impartiality** - I take into account individual needs and requirements in all of my actions. I understand that treating everyone fairly does not mean everyone is treated the same. I always give people an equal opportunity to express their views. I communicate with everyone, making sure the most relevant message is provided to all. I value everyone's views and opinions by actively listening to understand their perspective. I make fair and objective decisions using the best available evidence. I enable everyone to have equal access to services and information, where appropriate.

**Integrity** - I always act in line with the values of the police service and the Code of Ethics for the benefit of the public. I demonstrate courage in doing the right thing, even in challenging situations. I enhance the reputation of my organisation and the wider police service through my actions and behaviours. I challenge colleagues whose behaviour, attitude and language falls below the public's and the service's expectations. I am open and responsive to challenge about my actions and words. I declare any conflicts of interest at the earliest opportunity. I am respectful of the authority and influence my position gives me. I use resources effectively and efficiently and not for personal benefit.

**Public Service** - I act in the interest of the public, first and foremost. I am motivated by serving the public, ensuring that I provide the best service possible at all times. I seek to understand the needs of others to act in their best interests. I adapt to address the needs and concerns of different communities. I tailor my communication to be appropriate and respectful to my audience. I take into consideration how others want to be treated when interacting with them. I treat people respectfully regardless of the circumstances. I share credit with everyone involved in delivering services.

**Transparency** - I ensure that my decision-making rationale is clear and considered so that it is easily understood by others. I am clear and comprehensive when communicating with others. I am open and honest about my areas for development and I strive to improve. I give an accurate representation of my actions and records. I recognise the value of feedback and act on it. I give constructive and accurate feedback. I represent the opinions of others accurately and consistently. I am consistent and truthful in my communications. I maintain confidentiality appropriately.

#### **Behaviours:**

**Analyse Critically** - Level 2 - I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse

Validated:

sources of information and the best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in doing so. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

**Collaborative** - Level 2 - I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

**Deliver, Support and Inspire** - Level 2 - I give clear direction and expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these, enabling others to perform. I lead the public and / or colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and the right impact within my areas. I keep track of changes in the external environment, anticipating both the short and long term potential implications for the Police Service. I motivate and inspire others to achieve their best.

**Emotionally Aware** - Level 2 - I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensuring the emotional well being of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

**Innovative and Open-minded** - Level 2 - I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.

**Take Ownership** - Level 2 - I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

### **Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.
- b) Whilst the role is normally based at the aforementioned location, you will be required to travel to other establishments across the seven forces as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies.

Validated: