



Role Title	NPAS Project Manager	Reporting to	Programme Director (NPAS)
Section	NPAS	District/Department	National Police Air Service / Projects Team
Tenure	Permanent	Rank/Grade	POA

Part A – JOB DESCRIPTION

Overall purpose of role	To lead, manage and co-ordinate NPAS projects professionally and effectively using appropriate project management techniques. Ensure projects are completed to agreed timescales, quality expectations, adhering to budget thresholds and manage project risk. Liaise with and manage both internal and external stakeholders building customer relationships with a wide range of commercial teams.
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Key outputs for role -	
1.	Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes
2.	Develop and manage a number of NPAS projects within the departments portfolio to PRINCE2 principles, to facilitate effective project definition, analysis, design and implementation and establish systems and processes for embedding in the NPAS Project team department regimes.
3.	Manage NPAS projects through to delivery of a formal contract and oversee a range of multi-disciplinary consultant teams and commercial companies throughout the full project lifecycle, including handover and acceptance.
4.	Provide professional advice to members of the organisation and stakeholders in matters relating to project management and to actively develop, monitor and maintain robust and coherent project plans, risk registers and milestone plans.
5.	Complete and contribute in the creation of technical documents and statement of requirements for tender bids utilising knowledge and experience of NPAS and UK operational airborne policing to assist in the construction of contracts, documents and solutions.
6.	Manage the customer relationship with various contracted commercial companies on behalf of NPAS by holding regular meetings, customer visits, project management reviews to ensure that the project milestones are met and the original business case remains justified.
7.	Ensure all projects adherence to relevant regulatory frameworks and that projects are regulatory compliant ensuring the integrity and compliance of NPAS.
8.	Monitor progress of approved projects, raising project exception reports when required and be able to identify issues and risk for escalation with considered recommendations for mitigation. Report on a regular basis to the Senior User, Project Board and key stakeholders to ensure they are kept informed to the progress of the projects in respect of timescales, cost, risk and quality.
9.	Lead, motivate, develop and manage performance of any seconded staff to projects, providing them with clear direction, support and encouragement to achieve continuous improvement.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Key contributor to the successful delivery of a project portfolio consisting of a wide ranging type and number of NPAS projects that are critical to the effective operation and management of NPAS Service delivery.
- Effective prioritisation of demanding timescales and budget constraints to achieve defined outputs managing risk, budget and scope creep and change effectively.
- Maintain and support the NPAS Project policy by working to the documented procedures and adhere to the data protection principles. Responsible for ensuring the projects are delivered within the agreed limits of timeliness, quality and cost
- Act as main point of contact and management between NPAS and the Senior User, Senior Leadership Team, and Programme Director.
- Required to represent NPAS with both internal stakeholders and external agencies.
- Manage complex and high value change projects

Work/Business contacts

Internal: NPAS Senior Leadership Team, Heads of Department, Force Legal Services, Regional Procurement Team, OPCC, Police Officers and Police Staff members at all ranks and grades.

External: A wide range of external agencies and individuals, including Central Government Departments, Specialist Consultants, commercial companies other Police Forces and Emergency Services, Local Authorities and members of the public.

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

- | Expertise in Role Required (At selection - Level 1) | Essential or Desirable |
|--|------------------------|
| • Relevant degree and/or equivalent experience in relation to project management | Essential |
| • Experienced using Microsoft Project or similar project management software. | Essential |
| • PRINCE2 qualification or equivalent | Essential |
| • Working knowledge of the structure and strategies of a police environment or similar | Essential |
| • Previous supervisory or management experience with a proven ability to lead, motivate and direct staff | Essential |
| • Strong stakeholder engagement, management, facilitation and influencing skills with the ability to deal confidently with all professional groups | Essential |
| • Previous experience of working with external agencies in a partnership capacity with the ability to represent NPAS within the organisation and to other external agencies. | Desirable |
| • Experience of leading multi-site projects | Desirable |
| • An understanding of the public sector financial and procurement regulatory framework | Desirable |
| • Detailed knowledge, understanding and experience of business change and research methodologies in a service orientated environment | Desirable |

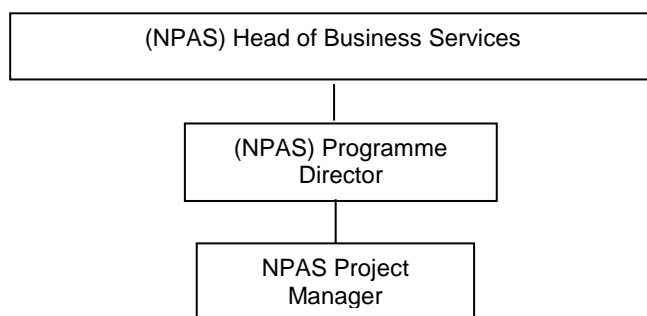
Other (Physical, mobility, local conditions)

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| • Ability and willingness to work flexibly in order to support the work of NPAS and enhance operational service delivery | Essential |
| • Willingness and ability to travel for business purposes both regionally and nationally | Essential |

Expertise in Role - After initial development - Level 2

- Developed a network of relevant internal and external contracts.
- Has developed a clear understanding of all allocated budgets and shown the ability to manage these effectively providing proactive monitoring and timely reporting.
- Understands the Department's legislative compliance obligations and ensures they comply through project delivery.
- Has familiarised themselves with the operation of the Department and its inter-relationship with the rest of the organisation.
- Knowledge and understanding of wider NPAS and organisational working practices.
- Detailed knowledge and Operational impact of relevant EASA and BCAR regulations.
- Detailed knowledge and understanding of existing NPAS contracts and frameworks.
- An in-depth knowledge of the NPAS projects portfolio.
- Has represented NPAS, as well as liaised at local, regional and national levels on issues pertaining to projects and research undertaken.

Structure



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 2- Supervisor/Middle Manager

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has contributed to, and has a creative input into the development of the long term strategic direction of NPAS.
- Is recognised as an expert source of information on all matters related to the work of the department.
- Has successfully established key contacts internally and externally.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based

<i>Vetting Level</i>	Recruitment Vetting
<i>Date accepted as a role profile</i>	9 th April 2019