WEST YORKSHIRE POLICE

ROLE PROFILE

Role Title	Project Support Officer	*Reporting to*	Sergeant/Senior Project Officer
Section	As posted	*District/Department*	Corporate Services/ CJS/ Region
Tenure		*Rank/Grade*	Scale 4

Part A – JOB DESCRIPTION

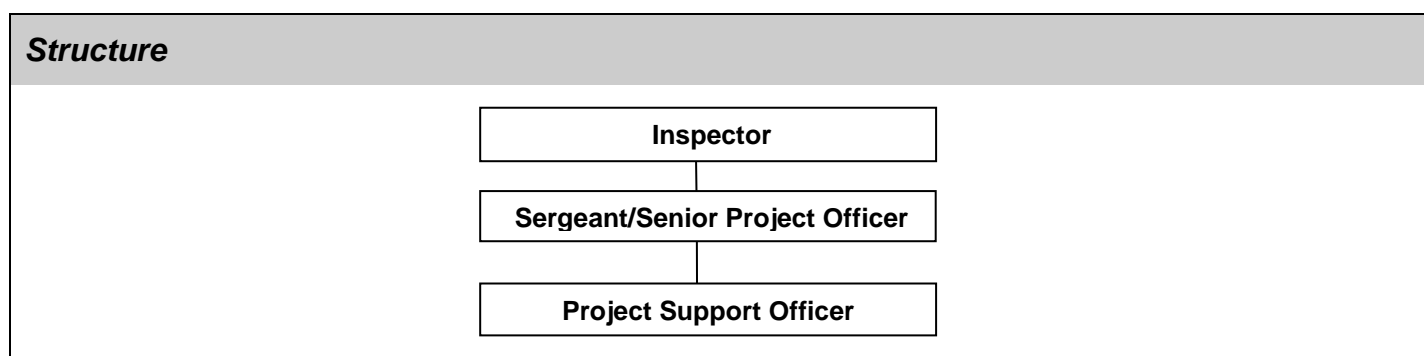| *Overall purpose of role*	To provide specialist research, project and administrative support to the Senior Managers and staff of FPIU/the Region contributing towards the delivery of projects and local change management programmes.

Key outputs for role –

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the Force/Region 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. To actively participate in supporting the design, development and implementation of Forcewide/Regional Projects. This will also require the provision of programme / project management support to externally driven change management initiatives.Force

3. To provide comprehensive research, project and programme management support to the Senior Managers and staff of the Region. This will also include the preparation and compilation of report / documentation such as Project Briefs, Project Plans, Business Cases, etc.

4. To source, collate and analyse internal / external benchmarking, research data and management information using a variety of sources to support the progress and delivery of Forcewide/Regional corporate change Programmes and local change management projects.

5. To support, and where appropriate manage, general project activities including the design, development and management of information databases, survey input / analysis, preparatory research for the projects.

6. To maintain, monitor and update relevant project support software systems including Work Manager, Knowledge Database and the Project Management System.

7. Logistical management in support of the implementation of corporate change management programmes, including equipment and people.

8. To organise, arrange and attend internal and external consultation workshops / events to support the progress of Corporate Projects (e.g. Visioning Events, OR Conference, etc.)

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

- The provision of comprehensive research, project and programme management support service to the Force Performance Improvement Unit/ Region covering a wide-range of diverse projects and responsibilities across the Force.

- To assist the delivery of a variety of projects and research based activities, including the use of relevant software and computerised databases.

- The ability to deal with Police Officers and Police Staff across all ranks and grades, Police Authority Officers, external agencies and other Forces as appropriate.

Work/Business contacts

Internal: Police Officers and Police Staff across all ranks and grades.

External: Police Authority, HMIC, other Forces, Home Office, NPIA, Audit Commission, public and private sector organisations including other Authorities and External Consultants.

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• Knowledge and experience of research and project support work	Essential
• Computer literate with experience of and the ability to use Microsoft Office and IT databases.	Essential
• A good standard of verbal and written communication skills.	Essential
• A basic knowledge of issues currently facing the Police Service	Desirable
Other (Physical, mobility, local conditions)	
• Should be prepared to work at other locations throughout the Force/Region should they be required.	Desirable

Expertise in Role - After initial development - Level 2

- Has developed detailed knowledge of the requirements of the departments' key priorities and provided the required support.

- Has designed, developed and managed research / information databases to support the work of FPIU/the Region.

- Regarded as a source of expertise in relation to project and research support within their field e.g. benchmarking exercises internally and externally, data analysis, project documentation preparation and compilation etc.

Structure

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          │           Inspector             │
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          ┌─────────────────────────────────┐
          │  Sergeant/Senior Project Officer │
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          ┌─────────────────────────────────┐
          │     Project Support Officer      │
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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 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has actively contributed to the work of FPIU/the Region through the development and management of research and project support activities and the preparation / compilation of relevant documentation.

- Has developed a significant awareness and understanding of the ongoing work and commitments of the FPIU/ Region and the specialist nature of the change management support required.

- Is recognised as an expert source of information and advice in their field

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter access to police buildings where based
Vetting Level	Recruitment Vetting
Date accepted as a role profile	5/3/14