



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

Part A – JOB DESCRIPTION

Overall purpose of role	As an Aviation SME manage, control and co-ordinate the effective and efficient design, delivery and implementation of a wide range of aviation related projects, including European Aviation Safety Agency (EASA) minor and major aircraft modifications. Ensure projects are completed to agreed timescales, quality expectations, adhering to budget thresholds and manage project Risk. Liaise and manage both internal and external stakeholders by building customer relationships with a wide range of commercial teams.
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Key outputs for role -	
1.	Develop and manage aviation related projects (including minor and major aircraft modifications, aircraft upgrades and equipment replacement) concurrently. Work to agreed project management principles, including PRINCE 2, to facilitate effective project definition, analysis, design and implementation and establish systems and processes for embedding in the NPAS Project team department regimes.
2.	Manage aviation related projects through 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.
3.	Provide professional advice as a subject matter expert to members of the organisation and stakeholders in matters relating to aviation related projects.
4.	Complete and contribute in the creation of technical documents and statement of requirements for tender bids utilising knowledge and experience of UK operational airborne policing to assist in the construction of contracts/documents /solutions..
5.	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.
6.	Ensure adherence to EASA and Civil Aviation Authority (CAA) regulations during the oversight of major and minor aircraft modifications to ensure that projects are regulatory compliant ensuring the integrity and compliance of NPAS.
7.	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.
8.	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.

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

- Take responsibility for the procurement and management of aviation related contracts liaising with NPAS Head of Business Services, Head of Technical services, Force Legal Services and Regional Procurement Teams.
- Work to statutory and mandatory CAA, EASA and BCAR regulations.
- Key contributor to the successful delivery of a project portfolio consisting of a wide ranging type and number of aviation and 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 Teams, and Project Director.
- Required to represent NPAS with both internal stakeholders and external agencies.

Work/Business contacts

Internal: NPAS Senior Leadership Teams, Directors/Heads of Department, , Force legal Services, Regional Procurement Team, Chief Officer 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 companys other Police Forces and Emergency Services, Local Authorities and members of the public.

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

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| • Proven experience of managing projects | Essential |
| • Experience and full understanding of the EASA Part 21, Pt 145, Part M, Quality and compliance regulations. | Essential |
| • Experienced using Microsoft Project or similar project management software. | Essential |
| • An ability to interpret technical aviaition / aircraft design specifications converting such information into tender documentation and other solutions, overseeing implementation. | Essential |
| • Experience working within an aviation environment including delivering both minor and major aircraft modifications projects. | Essential |
| • Working knowledge of the NPAS Safety Management System, compliance monitoring, health and safety and during project planning and implementation | Essential |
| • Working knowledge of the structure and strategies of a police environment. | |
| • 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. | Essential |
| • An understanding of the public sector financial and procurement regulatory framework | Desirable |
| • Prince 2 Practitioner Qualified or equivalent | Desirable |

Other (Physical, mobility, local conditions)

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| • Ability and willingness to work flexibly occasionally involving short notice changes in order to support the work of NPAS and enhance operational service delivery | Essential |
| • Willigness and ability to travel for business purposes both regionally and nationally | Essential |

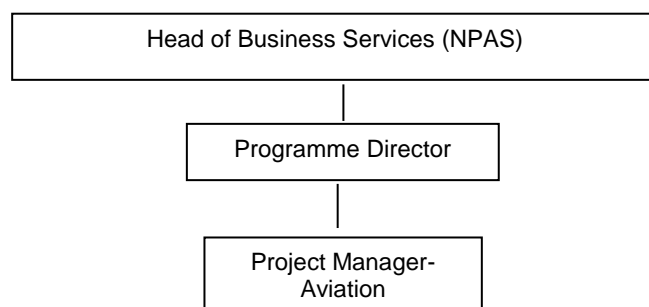
Expertise in Role - After initial development - Level 2

- 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 it's inter-relationship with the rest of the organisation.
- Has achieved Prince 2 qualification
- 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
Vetting Level	Management Vetting
Date accepted as a role profile	

