



Role Title	Digital IT Project Manager	Reporting to	Digital Programme Manager
Section	Digital Innovation	District/Department	Digital Policing Directorate
Tenure		Rank/Grade	POC (Market Factor to POD)

Part A – JOB DESCRIPTION

Overall purpose of role	To manage, control and coordinate the effective and efficient design, delivery and implementation of a wide range of IT related projects. Influence the future technological composition and direction of the organisation by implementing innovative new technologies to drive efficiency and effectiveness in policing. Ensure projects are managed professionally and effectively using appropriate project management techniques to ensure completion to agreed timescales, quality and budget. Manage internal customers and a wide range of professional and specialist supplier teams.
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Key outputs for role –	
<ol style="list-style-type: none">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 IT projects (including National, Regional and Transformational concurrently). Work to agreed project management principles, including PRINCE 2 and Agile to facilitate effective project definition, analysis, design and implementation, establishing systems for embedding into live operational environments to support policing.3. Review and refine requirements for new systems and enhancements to existing systems to ensure the system design fits the needs of the users and conforms to Digital Policing infrastructure standards by working with customers to determine system and business needs.4. Direct and influence force Business Project Leads and Departmental Senior Leadership Teams to scope, inform and manage the technological transition process in line with force priorities and embed technology in the future shape of their functional area.5. Provide professional advice to Project Boards and members of the organisation in matters relating to Digital Policing and IT Project Management to ensure compliance with overall Digital Policing Strategy.6. To actively develop, monitor and maintain robust and coherent project plans, accurate budget management, risk registers and milestone plans in order to ensure projects are suitably managed.7. Monitor progress of projects in relation to the plan, raising project exception reports when required. Being able to diagnose problem situations and identify issues and risks for escalation with considered recommendations for mitigation leading to the identification and communication of alternative solutions.8. Manage and coordinate the identification and tracking of business benefits including the development of benefit profiles and highlighting interdependencies with the wider Digital Policing programme and collating required reports for OPCC.9. Represent the Digital Policing Directorate at a force level to ensure that the work and aims of the projects are promoted; negotiate with suppliers to ensure procured systems are fit for purpose and represent best value, and provide regular reports and recommendations to customers, project boards and key stakeholders, ensuring that they are kept informed of project progress in respect of timeliness, cost and quality.10. Manage IT suppliers to ensure delivery in accordance with agreed plans, implementing Action Plans and escalating as appropriate to ensure effective project delivery. Ensure adherence to public procurement regulations to enable value for money and fair competition in the delivery of all elements of a project.11. Lead, motivate, develop and manage the performance of external supplier teams, internal project design teams and customer leads working as part of the project, providing them with clear direction, support and encouragement to achieve continuous improvement.	

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

- Manage multi-disciplinary project teams and seconded members of staff to successfully complete allocated projects. Required to work with best practice project methodologies as directed.
- Key contributor to the successful delivery of a project portfolio consisting of around 80 current projects that are critical to the effective operation and management of the Force and the supporting Digital Policing infrastructure.
- Effective prioritisation of demanding timescales and budget constraints to achieve defined outputs, managing risk, budget and scope creep and change effectively.
- Implementation of regional and national IT projects (ESMCP, NPAS, DAM etc.) within force.
- Act as the main point of contact and management between the Force and external supplier teams.
- Maintain and support the department's quality policy by working to the documented procedures and adhere to the data protection principles.
- Monitor and manage assigned capital budgets of up to £7million

Work/Business contacts

Internal: District Senior Leadership Teams, Directors/Heads of Department, Digital Policing Department, Force Legal Services, Regional Procurement Team, Chief Officer Team, OPCC, Police Officers and Police Staff members at all ranks and grades.

External: Extensive contacts with Police ITC, Home Office, National, Regional and Local Criminal Justice bodies, Other Police forces, Suppliers, Industry Experts, Partner Agencies and members of the public.

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

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| • Detailed knowledge of Project Management along with substantive experience in IT project planning, delivery, and control. | Essential |
| • Prince 2 Practitioner, comprehensive up to date knowledge of Prince 2 methodologies or holds an equivalent Project Management qualification | Essential |
| • Experience of using Microsoft Project, or similar Project Management software | Essential |
| • Relevant degree or the equivalent experience. | Essential |
| • Significant experience of leading, developing, managing and co-ordinating major corporate technology projects. | |
| • Detailed knowledge, understanding and experience of technology change and delivery methodologies in a service orientated environment. | Essential |
| • A proven ability to lead, motivate and direct project teams comprising internal stakeholders, professional support and external suppliers. | Essential |
| • Proven experience of successfully influencing Senior Managers. | |
| • An ability to interpret business needs, technical requirements and system specifications into tender documentation and oversee implementation. | Essential |
| • Experience and understanding of the public sector financial and procurement regulatory framework. | Desirable |
| • Basic knowledge of the structure and strategies of a police environment. | Desirable |

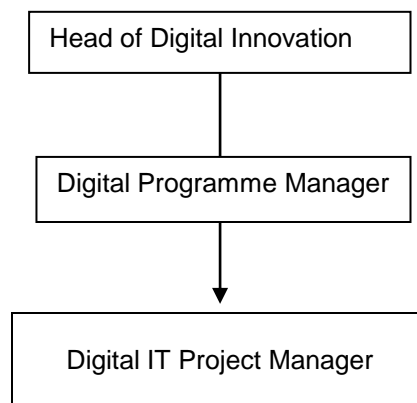
Other (Physical, mobility, local conditions)

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| • Willingness and ability to travel for business purposes | Essential |
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Expertise in Role - After initial development - Level 2

- Detailed working knowledge and proven ability of the management of IT projects to agreed timescales and cost.
- Detailed understanding of Digital Policing infrastructure and able to provide professional advice on the most appropriate technical solutions for proposed projects.
- Demonstrated understanding of business benefits either through the preparation of appropriate plans or development of reports for OPCC
- Detailed working knowledge and proven ability in respect of the management and prioritisation of resources in the most efficient way.
- Expert knowledge of the Forces IT solutions and their impact on the day to day operational workings of the Force.
- Sufficient knowledge to deputise for the Digital Programme Manager as required.

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 1 - Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Can demonstrate up to date knowledge with regard to external technological changes and make recommendations for implementation within the Force as appropriate.
- Recognised and is used as an expert on Digital Policing and IT Project Management within the Force.
- Has prepared suitable Business Benefits reports for OPCC
- Knowledge and understanding of wider Force working practices

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Access to all Police Buildings excluding Restricted Areas.
Vetting Level	Management Vetting
Date accepted as a role profile	2018