

Job Title: Regional Business Change Project Manager	
Job Evaluation Number	C194

## JOB DESCRIPTION

<b>Job Title:</b> Counter Terrorism Policing Business Change Project Manager	<b>Location:</b> CTP SE
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Regional Change Programme Manager	<b>Band level:</b> 4J
<b>Staff Responsibilities (direct line management of):</b> Project Support Officers	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists

**The overall purpose of the role is to:** support the Regional Change Manager in successful delivery of specific projects and work packages within the national Counter Terrorism, Domestic Extremism and Protective Security (CT/DE & PS) change portfolio. The Project Manager will be directly accountable to and line managed by the Regional Change Programme Manager, yet work flexibly across the change portfolio, deployed on specific change project(s) as requested. The post holder may work on business change project delivery across the national Counter Terrorism policing network.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects of the role for which the job holder is responsible for results or outcomes.

### **The key result areas in the role are as follows:**

1. Design, plan and co-ordinate discrete projects or project work as assigned by the Regional Change Manager to ensure the effective delivery of project deliverables. Ensure the project(s) maintain a defined PPM maturity, as directed by the CTP HQ Portfolio Office. This will include taking the project forward from appointment, project initiation, ongoing project management, proactive monitoring of progress, impact analysis and identification of benefits and dependencies, implementation, delivery of new capabilities, benefits realisation, lessons learned and project closure.
2. Facilitate and coordinate workshops to assist in the development of programme and project management products. Identify resource requirements and facilitate the appointment of officers, staff and contractors to the project team. Engage with and negotiate resources from other departments who will be key enablers for delivery. Manage performance of the project team to ensure the team operates effectively and efficiently. Manage all internal and external suppliers to the project.
3. Manage the proactive engagement of stakeholders and those impacted by the change, working in collaboration with key enablers including those within forces in the South East Region. Develop and maintain working relationships with the Home Office, NCTPHQ, and with colleagues across the CTP National Network. Communication will include preparation and delivery of reports to Project Boards, Programme Boards, and Chief Officer governance boards in force and at National CTP HQ.
4. Establish programme and project processes within regional projects, ensuring that all change governance decisions and actions are proactively followed through effectively and audited appropriately create and maintain consistently high quality, accurate and relevant programme and project level governance products (e.g. delivery RAG, dependency logs, project plans, risks and issues register, benefits realisation plan, financial data, resource / workforce data). Maintain summary of Programme/Project resources including organisation charts and trackers.
5. Establish and manage regular reporting cycles, ensuring highlight reports are submitted into the PMO or PfMO in accordance with reporting timelines and appropriate summary dashboards are prepared to enable effective decision making.

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6. Manage resourcing and financial management within the project to ensure that the project is kept on track and that delivery is within the allocated budgets. Responsible for financial forecasting and working with finance teams across the region to ensure that appropriate approvals are sought at the correct level. Where external suppliers are engaged on the project the role may involve working with procurement legal and finance to initiate and manage external supplier relationships.

c. **DIMENSIONS:** Include matters such as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources.

<b>Further Comments:</b>
Counter Terrorism Policing South East (CTP SE) co-ordinates the delivery of Government's CONTEST (Counter Terrorism) strategy across the South East region. This is managed under the capabilities of Prevent, Protect, Prepare and Pursue, which manage and mitigate threat and risk from Counter Terrorism and Domestic Extremism at the national, regional and force level as part of the UK Intelligence Community. The unit comprises police officers and staff from the forces of Thames Valley, Sussex, Surrey, Hampshire and Kent.
The post holder will represent CTP SE at a range of national and regional meetings and forums. The post holder will also liaise with senior police officers and police support staff up to ACPO management level.
The post holder may be assigned to multiple projects and work-streams. The deliverables of these projects are fundamental to Programme outcomes in the sensitive arena of Counter Terrorism Policing which attracts a high level of confidentiality.
When deployed on national or local CT change project(s), the Project Manager will be responsible for the day-to-day maintenance of specific programme or project management products; project plans; risk and issue registers - tracking and monitoring updates; managing escalations and effective change control.
The Project Manager will be able to seek professional guidance from specialists either in a dedicated Programme Management Office (PMO) or the Portfolio Management Office (PfMO), and will ensure implementation of programme / project management processes and standards, as defined by the Portfolio Office Centre of Excellence.
The post holder will be expected to work within boundaries set by the operational environment in terms of project scope and delivery. Within this the post holder will have autonomy to plan and undertake the work, identify and procure the resources required and manage the staff allocated to the project. The post holder will be expected to understand how and when to report project progress and issues that require escalation. These projects could have nationally or regionally funded budgets of several millions of pounds, affecting up to several thousand officers and staff operating across the South East Region.

#### d. **CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b>The knowledge or skills required in the role are as follows (essential or desirable):</b>	<b>E/D</b>
1. Experience of working within a project and programme management environment. Knowledge of or direct experience in applying programme and project management approaches such as MSP and PRINCE2.	E

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2. Experience of establishing and implementing reporting and change control mechanisms in a project and/or programme or business environment.	E
3. PRINCE2 practitioner qualification (or equivalent)	E
4. Good interpersonal skills with the ability to work effectively and tactfully with people at all levels. Proven communication skills, both verbal and written, across all levels including stakeholder engagement skills. Excellent facilitation skills, with the ability to elicit information and agreement from audiences of varying backgrounds.	E
5. Ability to work unsupervised and as part of a team. Self-starter, confident and capable of working both independently and collaboratively to tight deadlines with plenty of initiative. Highly organised and able to meet demanding deadlines in a pressured environment.	E
6. Ability to analyse and use programme and project management information to support effective decision making.	E
7. Strong attention to detail, ensuring that reporting and change control products are accurate and contain the necessary information to support effective decision making.	E
8. Strong IT skills in the use of Microsoft Products.	E
9. Must have the flexibility and capability to travel to different locations across the Region, undertake all assignments in a timely manner, and attend regional and national meetings as required.	E
10. Previous experience of working in (local) government, a security agency or policing is desirable.	D