JOB DESCRIPTION

Job Title: Technical Project Manager	**Location:** Kidlington or Southampton
Job Family: ICT	**Role Profile Title:** BB4 Police Staff
Reports To: Technical Programme Management Lead	**Band level:** 4T
Staff Responsibilities (direct line management of): Nil	

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

The overall purpose of the role is to: The professional management of ICT Projects including assets & resources within Project scope. To ensure that Projects are well managed and controlled to make most efficient use of allocated resources, and maximise delivery of business benefits within Projects, Programmes and/or wider Portfolio.

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. Working with the Technical Programme Manager and other senior executives & business representatives, the job holder is responsible for the development and maintenance of the allocated Project (covering one or more Forces) to ensure the technical development/delivery, resourcing and vendor management planning is up to date and accurate.

2. Line managed by the Technical Programme Management team leader, but is directly accountable to project executives for project deliverables. Also works closely with ICT Programme Managers.

3. Work across ICT; Architecture, Service Delivery, Security, Dev/Ops to ensure that the project/projects fit with the approved architectures, are secure and can be operated managed and supported in a cost effective manner.

4. Responsible for ensuring that the project, including in-house developments, within the overall ICT Portfolio (including the ICT elements of business programmes and projects) deliver the desired outcomes (timescales, costs, quality and benefits enablement).

5. Manage allocated projects to deliver required business elements in addition to the technical aspects, including the development and implementation of new or revised business processes.

6. Work closely with the project board, ICT managers and business managers to ensure all force stakeholders have a clear understanding of the planned project deliverables, it's progression and any variations.

7. Responsible for the management of ICT suppliers contracted to support the project to ensure they deliver the desired outcomes (timescales, costs, quality and benefit enablement).

8. Responsible for ensuring that ICT change is appropriately tested to ensure the quality of ICT change delivered to the business, minimise disruption to the business and that business benefits are fully enabled.

9. Responsible for ensuring that every ICT project is appropriately managed, including all aspects of planning, risks, issues and inter-dependencies.

10. Responsible for ensuring that appropriate documentation and training is produced and

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delivered by each project (to agreed standards) to ensure the business users are able to operate and ICT Service Delivery are able to operate, manage & support (at acceptable costs) the resulting ICT systems/changes and thereby deliver the business benefits.

11. Responsible for the direct and indirect supervision of Project resources including motivation and workload planning.

12. Instil and develop a culture of continuous development for line reports and the wider team through; training and development and the PDR process, motivating, effective workload planning, monitoring employee welfare and quality assurance of work standards. Take prompt and reasonable action to address performance below required standards in line with the relevant Force procedure.

c. **DIMENSIONS**: Include matters 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

Further Comments:

Develops and implements overall project plans as part of the joint ICT Portfolio plan and supporting processes that supports and interlinks with the Forces' business change plans.

The Technical Project Manager along with the Technical Programme Manager may engage with Force Deputy Chief Constables (the business change plan owners in the Forces), Chief Officers (Programme/Project Executives for Force projects strategic) and senior officers/staff (other programme/project business representatives).

The Technical Project Manager together with the Technical Programme Manager may engage with senior representatives of national agencies on the local implementation of national systems and use of grant funding to the Forces' for some programmes/projects.

Projects within the Portfolio will be managed by Technical Project Managers reporting to the Technical Programme Manager. These could be several months/years in duration to deliver and can involve the management of 5 to 30 ICT staff and external consultants in total, depending upon the size and complexity of the project of work being undertaken.

Staff are located in 4 principal sites (the majority are located in 2 – Kidlington and Southampton, the others being Netley and Whiteley). While most staff are office based, staff may need to attend locations across the Force areas. Some programmes/projects will involve the management of supplier staff on Force or supplier sites.

May represent the Technical Programme Manager as required, for example in programme/project meetings.

The role holder will work with immediate and or / wider ICT team members to share best practice whilst providing development and performance assistance when required. They will act as a subject matter expert to provide guidance and advice to all TVP staff where necessary.

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.

The knowledge or skills required in the role are as follows (essential or desirable):	*E/D*
1. Subject matter expert in the management of ICT Projects.	E
2. Experienced ICT Project Manager having managed ICT projects in a similarly	E

complex environment using an industry recognised approach such as PRINCE 2, including the following range of knowledge and skills: a. Proficient in Budgets - Principles, methods, techniques and tools for the preparation and monitoring of budgets to minimise costs and ensure cost-effectiveness. b. Proficient in Project Management - Principles, methods, techniques and tools for the effective management of a programme of projects and related activities through to the successful achievement of planned business benefits. c. Proficient in Resource Allocation - The effective and efficient deployment of resources, including reassessment and reallocation in a dynamic multi-project environment, to achieve optimum results. d. Project Risk Management - The effective and efficient management of risk within the project. e. Has an industry wide understanding of IT Architecture, Networks, Cloud Technologies & Infrastructure.	
4. Expert in Project Planning and Control Techniques Methods and techniques associated with planning and monitoring progress of projects e.g. product / work breakdown structures, baselining, critical path analysis, earned value, resource analysis, conflict resolution.	E
5. Expert in Project Management Tools to assist in the project management process by automating mechanical tasks such as scheduling, resource balancing, and time recording. Tools and techniques for risk management e.g. Project Workbench, Microsoft Project.	E
6. Good communication skills - written and oral, customer focussed, team-worker, who is a flexible, adaptable, problem solver and able to work systematically and with little direct supervision.	E
7. Experience of developing and delivering projects in similar sized & complex organisations.	E
8. Proven experience of managing staff in a matrix structure during significant organisational and structural change.	E
9. Must have capability to travel to different locations across the Forces. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential.*	E
10. Subject matter expert in the management of ICT Programme Management.	D
11. Experience of IS0 9001, ISO 27001, ITIL.	D
12. Experience of achieving significant outcomes through influence and persuasion rather than through direct line authority.	D
Additional comments:* At interview, candidates will be asked to confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	

Evaluated 31/05/2019   *Updated on 31/05/2019*