



NORTHAMPTONSHIRE POLICE

JOB DESCRIPTION

JOB TITLE:	Digital Project Manager
SCALE:	SO2
SUPERVISION AND CONTROL:	Digital Programme Lead
PLACE OF WORK:	Hybrid - Darby House / home working

PURPOSE OF THE JOB: Manage Digital projects, developing and implementing business processes or changes to meet identified business needs. Acquiring and utilising the necessary resources and skills within agreed parameters of cost, timescales and quality. Adopt and adapt appropriate methodologies based on the context of the project. Select appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches. Ensure projects are delivered on time within scope and within budget.

MAIN RESPONSIBILITIES:

1. Take full responsibility for the definition, documentation and successful completion of often complex digital projects.
2. Lead the planning and implementation of projects, defining the scope and goals ensuring technical feasibility.
3. Adopt and adapt project methods and tools and ensure that effective project control, change control, risk management and testing processes are maintained.
4. Use and continually develop leadership skills. Establish team structures and a collaborative working environment. Coordinate project staff, responsible for resource planning and allocation.
5. Identify, assess and manage risks to the success of the project.
6. Define deliverables, milestones and dependencies.
7. Ensure that realistic project plans are maintained and ensure regular and accurate communication to stakeholders, managing expectations.
8. Monitor and control resources, ensure that project deliverables are completed within agreed cost, timescale and resource budgets and are signed off.
9. Monitor revenue and capital costs against the project budget.
10. Ensure Quality reviews occur on schedule and according to procedure.
11. Provide effective leadership to the project team and take appropriate action where team performance deviates from agreed tolerances.
12. Manage stakeholder relationships, establish and maintain relationships with third parties / vendors as appropriate.
13. Track project performance and carry out project evaluations and results measurement. Manage changes to project scope, project schedule and costs using appropriate verification techniques.
14. Work with the project team to identify the benefits of the projects.
15. Review experiences and learning from current and previous projects
16. Ensure that projects are formally closed and reviewed.

17. Actively participate and share best practice in the adoption and use of agile methodology. Suggesting improvements and sharing knowledge as appropriate.

NOTE:

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working and major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will be also required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

CONDITIONS OF SERVICE:

The appointment will be full time and subject to the conditions of service of the Police Staff Council.

The annual leave entitlement is 24 days with a further 5 days after 5 years continuous service.

PERSON SPECIFICATION

TECHNICAL PROJECT MANAGER

ESSENTIAL CRITERIA

Project Management: SFIA Level 6

- You can demonstrate that you can take full responsibility for the definition, documentation and successful completion of projects that can be complex.
- You can show that you are able to adopt and adapt project management methods and tools, selecting appropriately from plan-driven/predictive approaches or more adaptive (iterative and agile) approaches.
- You can demonstrate you have knowledge of how to ensure that effective project control, change control, risk management and testing processes are maintained. You are able to demonstrate how to monitor and control resources, revenue and capital costs against the project budget and manage expectations of all project stakeholders.

Relationship Management: SFIA Level 6

- You can demonstrate an ability to build long-term, strategic, mutually beneficial relationships with senior stakeholders (internal and external).
- You can show knowledge of how to facilitate the engagement of stakeholders and the delivery of services and change projects.
- You can demonstrate experience in acting as a single point of contact for senior stakeholders, facilitating relationships between them. You take a partnering approach to relationships where the nature of the stakeholder warrants this.
- You can evidence the ability to negotiate to ensure that stakeholders understand and agree what will meet their needs, and that appropriate agreements are defined. You can evidence being able to oversee the monitoring of relationships including lessons learned and appropriate feedback.
- You can demonstrate that you can lead actions to improve relations and open communications with and between stakeholders.
- You can provide evidence to show you can creatively combine formal and informal communication channels in order to achieve the desired result.

Ownership and Initiative: DDaT Level Practitioner

- You can take accountability of issues that occur and be proactive in searching for potential problems.
- You know how to achieve excellent user outcomes.

User Focus: DDaT Level Working

- You can demonstrate that you understand users and can identify who they are and what their needs are, based on evidence.
- You can show that you can translate user stories and propose design approaches or services to meet these needs.
- You can show you are able to engage in meaningful interactions and relationships with users.

- You can demonstrate that you can represent users, putting them first and can manage competing priorities.
- You can show that you can propose pragmatic solutions that balance user experience, security and assurance needs.

Financial Management: SFIA Level 5

- You can evidence that you can advise on financial planning, budgeting, costing, accounting and charging using recognised accounting practices and standards.
- You can show that you can develop financial plans and forecasts. You have experience of monitoring and managing expenditure and examine areas where budgets and expenditure exceed agreed tolerances.
- You can show that you are able to contribute to the definition and operation of effective financial control and decision-making.
- You can show that you can analyse actual expenditure, examine variances, and advise on options in the use of available budget.

Benefits Management: SFIA Level 5

- You can demonstrate that you are able to lead activities required in the realisation of the benefits of each part of the change programme.
- You can show that you can identify specific metrics and mechanisms to measure benefits and plans to activate these mechanisms at the required time.
- You can show you can monitor benefits against what was predicted in the business case.
- You can demonstrate that you are able to ensure that all participants are engaged throughout the change programme and fully prepared to exploit the new operational business environment.
- You can show that you can support operational managers to ensure that all plans, work packages and deliverables are aligned with the expected benefits.

Quality Assurance: SFIA Level 5

- You can evidence that you can plan, organise and conduct formal audits or reviews.
- You can show that you are able to evaluate, appraise and identify non-compliance with organisational standards, and determine whether appropriate quality control has been applied.
- You can show that you can prepare and report audit findings and determine the risks associated, propose corrective actions and ensure they are carried out.
- You can show that you are able to review and analyse audit reports to identify common areas of non-compliance and identify opportunities to improve the effectiveness and efficiency of the organisational control mechanisms.
- You can show that you can ensure quality assurance throughout the supply chain and plan and oversee the assurance activities of others.

Requirements Definition Management: SFIA Level 5

- You can provide evidence that you can plan and drive scoping, requirements definition and prioritisation activities for large, complex initiatives.
- You can show that you are able to select, adopt and adapt appropriate requirements definition and management methods, tools and techniques selecting appropriately from predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.
- You can evidence you can obtain input from, and formal agreement to requirements from a diverse range of stakeholders.
- You can show that you are able to negotiate with stakeholders to manage competing priorities and conflicts and establish requirements baselines.
- You can show that you can ensure changes to requirements are investigated and managed and contribute to the development of organisational methods and standards.

DESIRABLE CRITERIA

1. You will have demonstrable experience of carrying out a similar role in a technology environment in a law enforcement or a fire service context.
2. You will have experience in an environment that routinely handles sensitive data while demonstrating an understanding of the principles of assessing risk of harm or equivalent qualitative analytical methods.

