



## **NORTHAMPTONSHIRE POLICE**

### **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Digital Project Officer
<b>SCALE:</b>	SO1
<b>SUPERVISION AND CONTROL:</b>	Digital Programme Lead
<b>PLACE OF WORK:</b>	Hybrid - Darby House / home working
<b>HOURS OF WORK:</b>	37

**PURPOSE OF THE JOB:** Take responsibility for the provision of portfolio, programme and project support activities & support programme or project control boards. Recommend and advise on available standards, procedures, methods, tools and techniques. Evaluate project and/or programme performance and recommend changes where necessary. Contribute to reviews and audits of project and programme management to ensure conformance to standards. Undertake Project Management responsibilities for small low-level projects.

#### **MAIN RESPONSIBILITIES:**

1. Support programme or project control boards, project assurance teams and quality review meetings.
2. Support, coordinate and carry out project management activities. Schedule tasks, manage resources and monitor quality to ensure timely delivery. Work with the project manager to identify and manage risks and issues.
3. Take responsibility for the provision of support services to projects, advising on the available standards, procedures, methods, tools and techniques.
4. Use and recommend project control solutions for planning, scheduling and tracking projects.
5. Set up and provide detailed guidance on project management software, procedures, processes, tools and techniques.
6. Evaluate project / programme performance and recommend changes where necessary. Provide guidance on individual project proposals if required.
7. Provide a cross programme / portfolio view on risk, change, quality, finance or configuration management.
8. Prepare, update, publish & distribute project documentation.
9. Use data, information and knowledge to improve, inform and support project delivery.
10. Respond to stakeholder queries, liaise with suppliers, other departments, agencies or third parties as appropriate.
11. Lead on both internal and external input of specialist / technical advice as required for project design.
12. Contribute to funding and project management processes as required.
13. Develop and maintain good working relationships promoting a collaborative and safe working environment.
14. 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**

### **DIGITAL PROJECT OFFICER**

#### **ESSENTIAL CRITERIA**

##### **Portfolio, Programme and Project Support: SFIA Level 5**

- You can show that you can take responsibility for the provision of portfolio, programme and project support and advise on the available standards, procedures, methods, tools and techniques.
- You can show that you know how to evaluate project and/or programme performance and recommend changes where necessary.
- You can demonstrate that you are able to contribute to reviews and audits of project and programme management to ensure conformance to standards.

##### **Project Management: SFIA Level 4**

- You can demonstrate that you define, document and carry out small projects or sub-projects (typically less than six months, with limited budget, limited interdependency with other projects, and no significant strategic impact), alone or with a small team, actively participating in all phases.
- You can show that you are able to identify, assess and manage risks to the success of the project.
- You can show you are able to apply appropriate project management methods and tools whether predictive (plan-driven) approaches or adaptive (iterative/agile) approaches.
- You can demonstrate that you agree project approach with stakeholders, and prepares realistic plans (including quality, risk and communications plans) and tracks activities against the project schedule, managing stakeholder involvement as appropriate.
- You can provide evidence that you monitor costs, timescales and resources used, and takes action where these deviate from agreed tolerances.
- You can demonstrate that you ensure that your own projects are formally closed and, where appropriate, subsequently reviewed, and that lessons learned are recorded.

##### **Relationship Management: SFIA Level 5**

- You can show you're able to identify the communications and relationship needs of stakeholder groups, translating communications/stakeholder engagement strategies into specific activities and deliverables.
- You can demonstrate that you are comfortable facilitating open communication and discussion between stakeholders, acting as a single point of contact by developing, maintaining and working to stakeholder engagement strategies and plans.
- You can provide evidence that you can provide informed feedback to assess and promote understanding, facilitating business decision-making processes.
- You can explain how you capture and disseminate technical and business information.

**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 4**

- You are able to demonstrate that you can monitor and maintain all required financial records for compliance and audit to all agreed requirements.
- You are able to show that you can assist with financial tasks, especially in the areas of identification of process, service, project and component costs.
- You can show that you can contribute to financial planning and budgeting and collate required financial data and reports for analysis and to facilitate decision making.

**Quality Assurance: SFIA Level 4**

- You are able to demonstrate that for projects, development or support activities you can collate, collect and examine records, analyse the evidence and draft all or part of compliance documentation.
- You can show that you are able to determine the risks associated with findings and non-compliance and propose corrective actions.
- You can demonstrate that you are able to provide advice and guidance in the use of organisational standards and may perform quality assurance reviews of suppliers and throughout the supply chain.

## **DESIRABLE CRITERIA**

- 1.You will have demonstrable experience of carrying out a similar role in a technology environment in a law enforcement or criminal justice 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.
- 3.Industry relevant qualifications

