



# Metropolitan Police Service Information Pack

## Project Manager

Welcome to a changing city, a changing  
organisation and a fascinating and exciting  
role

NEW  
SCOTLAND  
YARD

# BACKGROUND TO NATIONAL POLICE COORDINATION CENTRE (NPOCC)

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NPoCC is responsible for coordinating the deployment of police officers and staff from across UK policing to support forces during large scale events, operations and in times of national crisis for example large scale flooding and civil emergencies.

The NPoCC team comprises of highly skilled officers and staff, from across UK policing, with a wealth of experience in event planning and police operations.

NPoCC is led by the National Mobilisation Coordinator ACC Owen Weatherill. The head of Unit is Chief Superintendent Nigel Goddard from PSNI and the deputy is Supt Howard Hodges from Sussex Police.

The team are currently based at 10 Victoria Street, Westminster SW1.

It has a remit to:

- Co-ordinate and broker mutual aid in both steady state and a crisis;
- Co-ordinate a continuous testing and exercising regime to ensure effective mobilisation of national assets in a crisis;
- Co-ordinate, collate and act as a national repository for capacity and capability in relation to the Strategic and National Policing Requirements on specialist UK policing assets;
- Develop reporting mechanisms with the Home Office and Central Government crisis management;
- Support the chair of the National Police Chiefs' Council (NPCC) in COBR during times of national crisis and for large scale events.

# JOB DESCRIPTION - PROJECT MANAGER

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**Job title:** Project Manager

**Location:** 10 Victoria Street, London – opportunity for agile working

**Responsible to:** Deputy Head of Unit

## Job Summary:

The successful candidate will be responsible for managing multiple strands of work within the National Police Coordination Centre(NPoCC). Duties will include managing, coordinating, implementing, and reporting on projects to the NPoCC strategic lead and National Police Chiefs Council (NPCC), to assist them in delivering their national responsibilities in relation to National Co-ordination of Strategic Policing Requirements. The post holder will be responsible for ensuring that initiatives are delivered on time, within budget and to a high standard.

## Key Responsibilities:

To manage projects, both technical and business, which deliver for NPoCC their national responsibilities in relation to National Co-ordination of Strategic Policing Requirements.

In particular, to:

- Manage and deliver projects within time, cost and quality thresholds, establishing quality assurance protocols through standardised and consistent project documentation.
- Prepare detailed reports and relevant documentation to support the commissioning process by developing and defining the project scope and detailing key deliverables.
- Define and manage the project quality controls to manage risks, issues, benefits realisation for projects, and associated work packages; project planning to identify milestones, critical paths to ensure highlight reporting on exceptions and change issues throughout the lifecycle of the project.
- Identify and maintain effective financial and project status reporting, liaising with SLT and other governance forums to ensure rigorous scrutiny of projected costs.
- Manage stakeholders internally and externally throughout the project lifecycle. Produce regular, accurate reports that stand up to scrutiny by other stakeholders as required.
- Ensure all risks and issues are effectively identified and managed. Includes maximising opportunities to create efficiency and business benefits.



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- Identify interdependencies and dependencies with other projects within NPoCC and NPCC portfolio areas.
- Identify lessons learnt from police forces and other agencies to inform activity and working practices in the role of NPoCC.

### Behaviours:

The role holder is expected to know, understand and act within the ethics and values of the Police Service.

The College of Policing's Competency and Values Framework can be found here - [\(CVF\)](#). The applicant should demonstrate their competencies operating at level 2 of the CVF and are expected to be able to display evidence of these competencies in their approach to this role.

### Additional Information:

Working within NPCC, NPoCC will play a key role in helping Police Services around the country to meet the challenges of continual police service reform. The post holder will be flexible and will be required to work flexibly with varying start and finish times. Occasionally the post holder will be required to travel nationally and sometimes at short notice.

The post holder will also require excellent interpersonal skills in order to communicate appropriately with Police officers working at NPCC level and representatives from agencies such as the Home Office, College of Policing, and HMICFRS.

### Knowledge and Experience:

- A relevant project management qualification (PRINCE2, Agile etc).
- Proven track record of managing projects which have been delivered on time and budget, to specification and quality through the project lifecycle.
- Strong leadership skills that demonstrate the ability to lead and drive organisational change.
- Demonstrable interpersonal and communication skills, with the ability to influence, build support and translate complex information and messages to stakeholders at all levels.
- Experience of establishing, maintaining and managing appropriate levels of project documentation. I.e. business case highlight report and detailed project plans.
- Flexible and adaptable, with the resilience to be able to continuously problem solve and re-evaluate ways of working throughout the lifecycle of the project.
- Enthusiastic, passionate and driven with the ability to work in a small team with minimal supervision.