

Metropolitan Police Service

Job Description Form

1. Job Details

Job Title	Senior Project Manager
Band	B
Team Name	Transformation Directorate
Team Operating Hours	Standard Office Hours

2. Training

Knowledge

Please see skills list below

Skills

Advanced: Highly competent in this skill and could train others

- Stakeholder Management
- Project Management
- PPM Risk Management

Intermediate: Executes the skill competently with minimal supervision

- Analysing options to support Decision-makers
- Business Change
- Business Writing
- Collecting and analysing quantitative and qualitative data
- Creative Thinking
- Interviewing
- Management and Status Reporting
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft SharePoint
- Microsoft Visio
- Microsoft Word
- Microsoft Project
- Presentation and verbal communications skills, including storytelling
- Resource planning
- Workshop design
- Stage-Gate Assurance
- Programme Management
- PPM Planning & Dependency Management
- PPM Issue Management
- PPM Governance Design
- PPM Mgmt report & dashboard design
- PPM Benefits Management
- PPM Resource planning & forecasting
- PPM Financial management
- PPM Change Control
- Business Case Assurance
- Programme Assurance & Recovery
- Project/Programme Scoping & Design
- Commercial & procurement management
- Action tracking & management
- PPM Risk Analysis & reporting
- PPM Risk Contingency planning
- PPM Governance Management
- PPM Reporting data collection & analysis
- PPM Benefits mapping and profiling
- PPM Benefits planning and tracking
- PPM Resource tracking
- PPM Resource prioritising & scheduling

Foundation: Can execute the skill with support

- Financial management and forecasting
- Portfolio Analysis
- Portfolio Balancing and Prioritisation
- Portfolio Office SLA Definition & Management
- Use of Portfolio Management tools
- Portfolio Management

Qualifications

- Professional qualification in relevant field is desirable

And / or


- Professional and/or graduate qualifications in business management or similar field, MSP or PRINCE 2 qualification is desirable

Experience

- Experience of senior management within a complex change portfolio
- Experience of influencing, negotiating with, and providing challenge to director-level stakeholders
- Experience of resolving and escalating risks, issues and conflicts as necessary within a complex change portfolio
- Experience of managing suppliers and contractors, assuring quality and ensuring value for money
- Experience of managing a team, setting a collaborative culture, building capability and creating an environment of continuous learning
- Experience of managing complex programmes and projects

Behaviours

In addition to what is outlined in the Competency Values framework, please see below for the specific transformational behaviours required:

 Driving Transformation	People Leadership		Relationship Leadership		Business Leadership		Entrepreneurial Leadership	
	Inspirational Leadership Getting people to follow you	Execution Achieving results through others	Influence Persuading and influencing stakeholders	Collaboration Creating synergies through working with others	Strategic Direction Providing vision and direction	Business Judgement Showing commercial acumen	Competitive Edge Driving change and innovation	Building Talent Building capability for competitive advantage
	Demonstrating leadership versatility Motivating and inspiring people from different functions to embrace change	Stretching performance Keeping groups with a range of capabilities focused on delivering change	Cross matrix influencing Using a range of interpersonal approaches to win backing for change from people with diverse interests	Collaborating across the Met Building reciprocal relationships to embed change	Coordinating teams across the Met Creating a shared sense of purpose and keeping diverse teams focused on the change	Maximising return Making judgements about the most effective use of budgets to deliver change	Driving innovation Initiating and encouraging new ways of working to support change	Developing talent Stretching and developing leaders in the change team

3. Programme Delivery

Deliver the portfolio of transformation programmes and projects, ensuring expert programme and project management, in order to deliver the roadmap efficiently and effectively

4. Job Purpose

Deliver project(s) to cost, quality and time standards

5. Key responsibilities

Key responsibilities

Champion and implement effective project delivery, supporting the vision to attain a world-class transformation function

- Manage communication and engagement with project stakeholders, developing and maintaining key relationships and working in partnership to resolve problems to benefit operational policing and the MPS
- Work with the TD and local project / change teams to ensure consistency of project delivery approach

Provide overall direction and leadership for the project delivery team in scope of the role

- Build and sustain capacity and capability within the project team to deliver the programme
- Be the key point of contact between the project and the TD

Deliver project outcomes and benefits

- Lead a complex project, including set-up, management and delivery, ensuring that the project delivers to time, cost and quality and meets all TD processes, standards and reporting requirements
- Co-ordinate the project and its interdependencies, working closely with the project managers for the other projects within the programme
- Identify, manage and resolve risks, track and manage costs and benefits, provide reports as required, and ensure all outputs meet programme requirements
- Manage project related dependencies
- Own the project business case
- Identify resource requirements and undertake related activities
- Manage stakeholder communications and key messages for the project
- Manage project level resource to ensure project outputs are delivered to time, cost and quality

6. Communications and Working Relationships

The project manager develops and maintains strategic relationships with:

- Leaders in the Met, including the SRO for their work, and within TD to provide meaningful insights and drive action following decisions; this will include project progress updates
- Enabling functions related to their specialism, which may include digital policing, finance, OCUs, BCUs, to problem-solve, integrate and collaborate to the benefit of operational policing and the wider MPS
- Head of programme delivery to support them in building the capability, career priorities and capacity of programme and project delivery and its credibility in the wider MPS

The project manager works closely day-to-day with their peers within their programme, the overall portfolio, and wider Met where there is a need for integrated and collaborative working, to problem solve to the benefit of operational policing and the wider MPS.

The project manager leads and manages:

- The people working on their projects, including the any assistant project managers, to:
- provide quality outputs to time, quality and cost, that enable programmes to achieve their outcomes
- ensure that all staff on their projects develop their expertise to a world-class standard
- allocate and prioritise project resources to the overall benefit of the portfolio
- Contractors within their area to meet changing resource requirements across the projects, ensuring quality of output and value for money