

## NATIONAL POLICE CHIEFS' COUNCIL – JOB DESCRIPTION

### 1. Job and Organisational Details

<b>Job Title:</b>	Project Manager-Organisational Change and Development
<b>Reports to:</b>	Senior Organisational Development and Change Manager
<b>Line Manager's Name:</b>	David Westby
<b>Grade:</b>	MPS Band C £37,659 to £45,189 subject to negotiation plus a location allowance of £1,639 (for Fixed Term Contract employees)

### 2. Job Purpose

The postholder will be expected to lead on one or more projects. They will be required to lead in all relevant project areas including:

1. Project design including the relevant initiation documentation (PID, business case or similar)
2. Project planning, mapping milestones deliverables and ongoing progress, using relevant project management products.
3. Stakeholder mapping and management,
4. Development and articulation of benefits, working with the Benefits Manager and relevant SME/business area leads.
5. Development and articulation of risk and issues, working with the NPCC risk framework and relevant SME/business area leads
6. Provide project reporting in line with specific project requirements and cycles, ODCU governance and assurance processes (eg. RAG, financial data, workforce data etc), benefit management and the implementation of priorities.
7. Identify interdependencies and dependencies with other projects and workstreams within NPCC and wider landscape and report them as appropriate.
8. Demonstrable experience of delivering change projects within a complex environment.
9. Project Management qualification (MSP, Prince2, Agile etc.) – essential requirement. Demonstrable ability to apply this flexibly and pragmatically within the organisational environment.
10. Management of a project through its life cycle – planning, governance, reporting, benefits, resourcing and finance.
11. Proven ability to work on own initiative, leading projects through their lifecycle – inception to completion.
12. Ability to design, manage and facilitate workshops, to deliver clear outcomes.
13. Written communication: proven ability to analyse and collate information to produce effective, clear, concise products and reports.
14. Excellent verbal communication and interpersonal skills with the ability to communicate effectively with colleagues at all levels establishing credibility and influencing stakeholders.
15. Engaging and maintaining relationships with stakeholders to ensure effective project delivery and represent the NPCC and Strategic Hub.
16. Act as a point of contact for advice and guidance on NPCC organisational development and change.
17. Undertake other activities and changing demands of the ODC team commensurate with the post as may be required for the effective delivery of NPCC change projects.
18. Be flexible in terms of working location and be prepared to work temporarily at other locations and be prepared to travel when required.
19. Experience and understanding of working in a confidential and/or politically sensitive environment

### 3. Knowledge, Skills and Experience

#### Skills and experience required for this role are:

- Demonstrable experience of delivering change projects within a complex environment.
- Project Management qualification (MSP, Prince2, Agile etc.) – essential requirement. Demonstrable ability to apply this flexibly and pragmatically within the organisational environment.
- Management of a project through its life cycle – planning, governance, reporting, benefits, resourcing, and finance.
- Proven ability to work on own initiative, leading projects through their lifecycle – inception to completion.
- Ability to design, manage and facilitate workshops, to deliver clear outcomes.
- Written communication: proven ability to analyse and collate information to produce effective, clear, concise products and reports.
- Excellent verbal communication and interpersonal skills with the ability to communicate effectively with colleagues at all levels establishing credibility and influencing stakeholders.
- Engaging and maintaining relationships with stakeholders to ensure effective project delivery and represent the NPCC and Strategic Hub.
- Act as a point of contact for advice and guidance on NPCC organisational development and change.
- Undertake other activities and changing demands of the **ODC** Police Race Actionteam commensurate with the post as may be required for the effective delivery of NPCC change projects.
- Be flexible in terms of working location and be prepared to work temporarily at other locations and be prepared to travel when required.
- Experience and understanding of working in a confidential and/or politically sensitive environment.

#### Qualifications/Experience

PRINCE2 or similar Project Management qualification.  
Experience delivering change in a public sector setting

**Or**

An ability to demonstrate the equivalent level of knowledge, skills and competencies gained through experience in similar environments.

#### 4. Communications and Working Relationships

1. Excellent communication and engagement skills are vital to this role.
2. The job holder will have regular communications with the NPCC Strategic Hub team, Committee Coordinators NPCC leads, their staff, government departments and key stakeholders, and be required to develop and maintain these relationships.
3. This role requires specific skills in presenting developing, complex issues to a variety of audiences, and facilitating consultation workshops, to evolve the work of NPCC.
4. Written communication will involve the production of project initiation documents, presentations, reports, and products as required in the progress of the NPCC change initiatives and must be timely and accurate.

It is essential that the post holder works flexibly within the team to ensure objectives are delivered.

#### 5. Key Result Areas

##### Responsibilities

1. To undertake projects and activities as directed or required by the Head of Organisational Change and Development and to ensure efficiency, focussing on the overall NPCC Strategy and objectives.
2. To ensure effective benefits realisation methods are implemented using the agreed NPCC benefits framework and that identified benefits are measured and deliverable.
3. To be active in development of change and development including producing design proposals and updating project documentation.
4. Engaging and maintaining relationships with stakeholders.
5. Advising and guiding work-stream development including support to work-stream leads and/or subject matter experts where appropriate.
6. As part of a team, to act as a point of contact for advice and guidance on NPCC change and improvement.
7. Undertake other activities and adapting to changing demands of commensurate with the post as may be required.
8. Be flexible in terms of working location and be prepared to work temporarily at other locations and be prepared to travel when required.
9. Promote the highest standards of integrity, professional conduct, and equality at all times.

#### 6. Scope for Impact

The provision of efficient and effective project development to facilitate the design and implementation NPCC change and improvement, ensuring appropriate engagement with the rest of policing system.

## 7. Dimensions

The postholder will have direct impact on change initiatives and measurement of success for NPCC projects and workstreams.

The job holder has no direct supervisory responsibility.

The job holder has no budgetary responsibilities.

Promote the highest standards of integrity, professional conduct, and equality at all times