Counter Terrorism Policing
Portfolio Management Office (PMO)
Analysts - Multiple Roles

Job Descriptions

Select role to learn more:

Counter Terrorism Policing is a collaboration of UK police forces working with
security & intelligence agencies to help keep people safe from terrorism

Job Description – Reporting Manager

|	
Job Title:	Reporting Manager
Rank/Band:	Band C
Line Management:	Portfolio Office Lead (Band B)
Secondment/Posting Term:	Permanent Role
Vetting Level	SC
STRAP Required	Yes

Job Summary

The current operational environment for the Counter Terrorism Policing Headquarters (CTPHQ) is dynamic, and CT Policing must continually respond to the threat faced, therefore change is at the heart of CT. Working within CTPHQ, the Reporting Manager is part of the Change Pillar. The Change Pillar within CTPHQ is responsible for overseeing change activity across the CT Network.

Working within CTPHQ Change Pillar, the Reporting Manager will be responsible for effective reporting into governance either at a portfolio, programme or project level - across the national and London Counter Terrorism & Protective Security (CT & PS) portfolios of projects and programmes.

Role Position within the CTPHQ Change Pillar

The Change Pillar manages the delivery of the Counter Terrorism (CT) and Protective Security (PS) Policing Change Portfolio to meet our strategic objectives. It is split into 3 teams; Portfolio and Change Management (PCM), Project and Programme Management (PPM) and Business Design. The Reporting Manager works within the Portfolio and Change Management Team which provides change management support to the programmes and projects in the CTP Change Portfolio.

This role will report directly to, and be managed by the Band B Portfolio Office Lead.
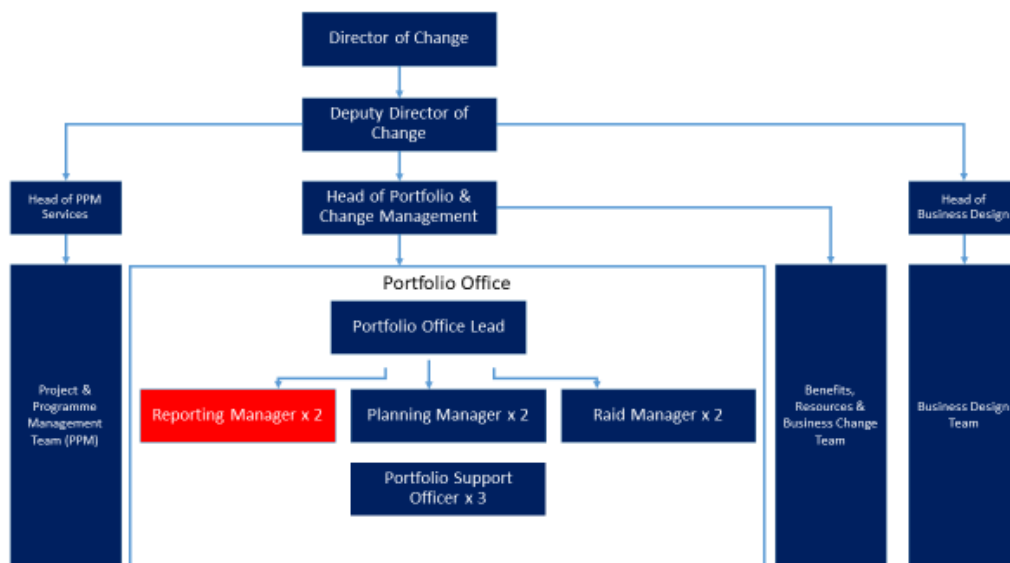
Job Purpose

Working within the Portfolio Management Office (PfMO), the purpose of this role is to ensure effective development and management of effective reporting products for change governance, tracking and monitoring updates, managing escalations, and managing effective change control.

The role holder will need to work flexibly in periods of high demand. Whilst sitting under the team structure of the Portfolio Management Office (PfMO), the role holder acts as Centre of Excellence lead for Reporting and will:

- Provide support to projects or programmes to apply portfolio standards in governance, reporting and decision support, including facilitation of workshops and internal upskilling.
- Work with portfolio and external stakeholders to develop the tools, templates and guidance for reporting at project, programme and portfolio levels.
- Maintain Portfolio-level reporting controls.

In periods of high demand there could also be a requirement to provide support to the Portfolio RAID or Planning Managers.

Key Responsibilities
Key responsibilities for the Reporting Manager are:

Portfolio Management:
- Produce consistently high quality, accurate and relevant portfolio level governance reporting products (e.g. delivery RAG, achievement of milestones, risks and issues, realisation of benefits, financial data, resource / workforce data etc).
- Manage portfolio reporting cycles, ensuring highlight / progress reports are submitted into the Portfolio Office in accordance with reporting timelines and appropriate summary reports / dashboards are prepared to enable effective decision making.

- Ensure proactive agenda planning including a clear understanding of each agenda item and the decisions required.
- Ensure effective minutes (at portfolio or programme level as appropriate) are taken, maintained and accessible - including consistently high quality records of discussions, actions and decisions.
- Day-to-day management of the Portfolio Change Control Request (CCR) template and process, ensuring that all change governance decisions and actions are proactively followed through effectively and audited appropriately.

Centre of Excellence:
- Develop, maintain and implement robust, effective and efficient reporting approach and processes, and provide associated guidance and tools required, at portfolio, programme and project levels.
- Ensure consistent reporting standards are being applied across the national and London CT & PS change portfolios, working with Programme PMOs to achieve.
- Manage effective and efficient standards, practices and processes, ensuring that all parts of the reporting framework are managed in a consistent and controlled way, so that the deliverables needed by the CTPHQ Change Pillar are correct, timely and fit for purpose.
- Use experience and lessons learned to provide best practice guidance to support successful delivery of the projects and programmes within portfolio.
- Provide reporting expertise at national and London CT & PS portfolio level, and act as a 'critical friend', ensuring reporting is realistic and enables decision making.

Whilst sitting under the team structure of the Portfolio Management Office (PfMO), the post holder could be tasked to directly support projects or programmes in periods of high demand, when requested, to provide hands on specialist support and advice to Programme and Project Managers in in the development and management of effective reporting controls.

- Work closely with other roles in the PfMO, notably the RAID and Planning Managers, providing cover for the latter in times of need to ensure resilience within the team.

Skills

- Good interpersonal skills with the ability to work effectively with people at all levels.
- Good facilitation skills, with the ability to elicit information and agreement from different types of stakeholders.
- Good communication skills, both verbal and written.
- Able to analyse and use portfolio, programme and / or project management information / data to support effective decision making.
- Strong attention to detail, ensuring that reporting and change control products are accurate and contain the necessary information to support effective decision making.
- Highly organised and able to meet demanding deadlines in a pressured environment.
- Ability to work unsupervised and as part of a team.
- Self-starter, confident and capable of working both independently and collaboratively to tight deadlines with plenty of initiative.
- Strong IT skills in the use of Microsoft Products, especially Microsoft Excel and PowerPoint.

Essential Experience

- Experience of delivering reporting in a project or programme management environment, including escalation processes.
- Experience of establishing and implementing reporting and change control mechanisms in a project and/or programme or business environment.
- Experience of strategic or change governance board minute taking.
- Experience of providing coaching and guidance to promote adherence to standards.
- Knowledge of and direct experience in applying programme and project management approaches such as MSP and PRINCE2.

Desirable Experience

- Previous experience of working in (local) government, a security agency or policing.
- A clear understanding and knowledge of CT Policing including its London (MPS), National (UK Force wide) and international responsibilities; including a clear understanding of CT Policing relationships to Government, security and intelligence agencies and legislative process including their governance arrangements desirable.

Qualifications

Experience within areas outlined will also be considered should the essential qualification not be met. We will provide training for the successful candidate.

Essential:
- P3O Certification (Portfolio, Programme and Project Offices): Practitioner and/or recognised industry equivalent qualification
- Prince 2 Foundation
- MSP Foundation

Desirable:
- Project Planning & Control: Foundation
- Management of Risk (M_O_R): Foundation

Vetting
- Minimum SC Clearance. Candidates must hold or be prepared to undergo National Security Vetting Security Check (enhanced) SCe level, with a willingness to undergo Developed Vetting (DV) once in post, if required

Competency Values Framework

Cluster – Resolute, compassionate and committed
- We are emotionally aware (Level 2)
- We take ownership (Level 3)

Cluster – Inclusive, enabling and visionary leadership

- **We are collaborative (Level 2)**
- **We deliver, support and inspire (Level 2)**

Cluster – Intelligent, creative and informed policing
- **We analyse critically (Level 3)**
- **We are innovative and open minded (Level 2)**

Met Values
- **Professionalism**
- Integrity
- Courage
- Compassion

Job Description – Planning Manager

Job Title: Planning Manager

Rank/Band: Band C

Line Management: Portfolio Office Lead (Band B)

Secondment/Posting Term: Permanent Role

Vetting Level   SC

**STRAP Required**   Yes

Job Summary

The current operational environment for the Counter Terrorism Policing Headquarters (CTPHQ) is dynamic, and CT Policing must continually respond to the threat faced, therefore change is at the heart of CT. Working within CTPHQ, the Planning Manager is part of the Change Pillar. The Change Pillar within CTPHQ is responsible for overseeing change activity across the CT Network

Working within CTPHQ Change Pillar, the Planning Manager will be responsible for the day-to-day management and implementation of the approach, product sets and standards to manage plans at a portfolio level - across the national and London Counter Terrorism Policing Headquarters (CTPHQ) portfolio of projects and programmes.

Role Position within the CTPHQ Change Pillar

The Change Pillar manages the delivery of the Counter Terrorism (CT) and Protective Security (PS) Policing Change Portfolio to meet our strategic objectives. It is split into 3 teams; Portfolio and Change Management (PCM), Project and Programme Management (PPM) and Business Design. The Planning Manager works within the Portfolio and Change Management Team which provides change management support to the programmes and projects in the CTP Change Portfolio.

This role will report directly to, and be managed by, the Band B Portfolio Office Lead.
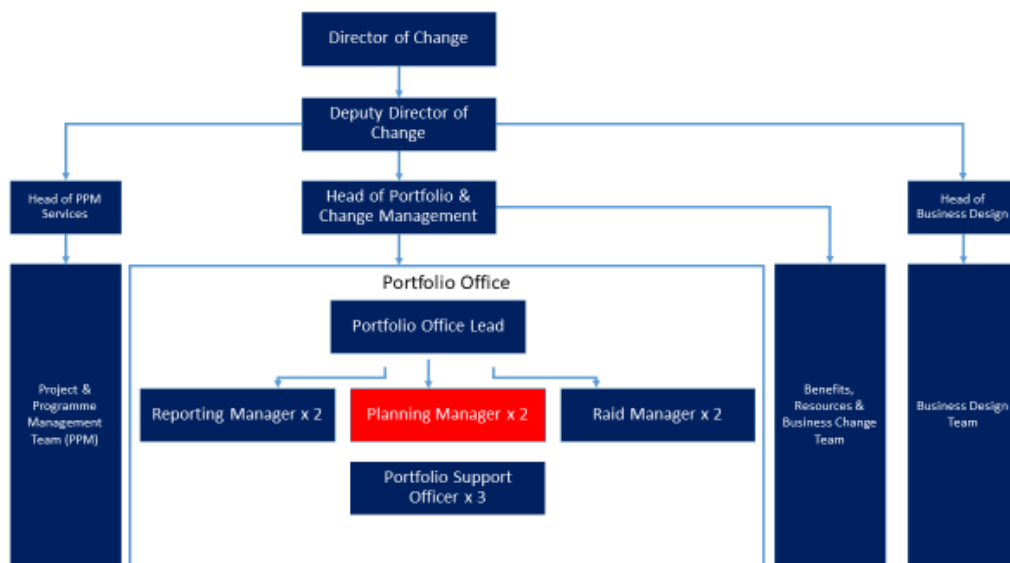
Job Purpose

Working within the Portfolio Management Office (PfMO), the purpose of this role is to ensure effective management of plans and schedules at project, programme and portfolio level. This will include ensuring that portfolio and programme level interdependencies are understood and managed within the plan.

The role holder will need to work flexibly in periods of high demand. Whilst sitting under the team structure of the Portfolio Management Office (PfMO), the role holder acts as Centre of Excellence lead for Planning and will:

- Provide support to projects or programmes to apply portfolio standards in developing and managing plans and schedules, including facilitation of workshops and internal upskilling.
- Work with portfolio and external stakeholders to develop the tools, templates and guidance for planning and scheduling at project, programme and portfolio levels.
- Maintain Portfolio-level planning controls.

In periods of high demand there could also be a requirement to provide support to the Portfolio Reporting or RAID Managers.

Key Responsibilities

Key responsibilities for the Planning Manager are:

Portfolio Management:
- Day-to-day management of the national and London CT & PS portfolio plans, supporting the sequencing of key change programme and project activities and deliverables, and ensuring that all milestones and internal and external dependencies are identified, logged and monitored.
- Track key milestones and highlight dependencies in the change delivery portfolio, understand how these contribute to delivery of benefits and how any changes affect the risk profile. This will require close working with the Risks and Issues Manager and the

Benefits Management Manager, and with the Reporting Manager to ensure that reports accurately reflect progress against the portfolio plan.

- Day-to-day management of portfolio level planning process across CTPHQ PfMO, maintaining structure and control at all levels and liaising with senior stakeholders across change.

Centre of Excellence:
- Develop, maintain and implement robust, effective and efficient planning approach and processes, and provide associated guidance and tools required, at portfolio, programme and project levels.
- Provide planning tools and products for monitoring areas such as project milestones, overview plans and timelines, and be responsible for ensuring these are reviewed within programmes and projects and on a regular basis.

- Ensure that consistent planning management standards and practices are adhered to across the CT & PS change portfolios at all levels, working with Project and Programme PMOs to achieve this.
- Use experience and lessons learned to provide best practice guidance to support successful delivery of the projects and programmes within portfolio.
- Provide planning expertise at national and London CT & PS portfolio level, and act as a 'critical friend', ensuring plans are robust, realistic and achievable.
- Maintain effective working relationships with Programme Managers, (Senior) Project Managers, Regional Change Managers and others to ensure planning practices are embedded either at portfolio, programme or project levels, both nationally and regionally, as appropriate.

Whilst sitting under the team structure of the Portfolio Management Office (PfMO), the post holder could be tasked to directly support projects or programmes in periods of high demand, when requested, to provide hands on specialist support and advice to Programme and Project Managers in in the development and management of effective planning controls.
- Work closely with other roles in the PfMO, notably the RAID and Reporting Managers, providing cover for both in times of need to ensure resilience within the team.

Skills
- Good interpersonal skills with the ability to work effectively with people at all levels.
- Good facilitation skills, with the ability to elicit information and agreement from different types of stakeholders.
- Good communication skills, both verbal and written.
- Use data to judge progress of the plan, milestones and objectives to support effective decision making.
- Strong attention to detail, ensuring that planning products are accurate and contain the necessary information to support effective decision making.
- Ability to provide effective challenge to support delivery of plans.
- Ability to support people with limited knowledge of effective programme or project planning.
- Adapt processes within planning parameters to support effective decision-making.

- Exceptional planning and organisational skills, and able to meet demanding deadlines in a pressured environment.
- Ability to work unsupervised and as part of a team.
- Self-starter, confident and capable of working both independently and collaboratively to tight deadlines with plenty of initiative.
- Strong IT skills in the use of Microsoft Products, especially Microsoft Project.

Essential Experience

- Understanding of the principles of planning, using the relevant tools and techniques.
- Experience of facilitating groups, balancing conflicting opinions, building consensus as necessary.
- Good working knowledge and application of Microsoft Project across major change programmes or projects.
- Experience of applying PPM methodologies in a large project, programme or portfolio environment.
- Experience of providing coaching and guidance to promote adherence to standards.
- Knowledge of and direct experience in applying programme and project management approaches such as MSP and PRINCE2.

Desirables

- Experience of establishing and implementing planning processes within a large Programme or portfolio environment.
- Experience of setting and delivering planning frameworks and dependency management processes within a large programme or portfolio environment.
- Previous experience of working in (local) government, a security agency or policing.
- A clear understanding and knowledge of CT Policing including its London (MPS), National (UK Force wide) and international responsibilities; including a clear understanding of CT Policing relationships to Government, security and intelligence agencies and legislative process including their governance arrangements desirable.

Qualifications

Experience within areas outlined will also be considered should the essential qualification not be met. We will provide training for the successful candidate.

Essential:
- o Project Planning & Control: Practitioner and/or recognised industry equivalent qualification
- o MS Project and/or recognised industry equivalent qualification
- o PRINCE2 Foundation

Desirable:
- o P3O Certification (Portfolio, Programme and Project Offices): Foundation
- o Management of Risk (M_O_R): Foundation
- o MSP Foundation

Vetting

- Minimum SC Clearance. Candidates must hold or be prepared to undergo National Security Vetting Security Check (enhanced) SCe level, with a willingness to undergo Developed Vetting (DV) once in post, if required

Competency Values Framework

Cluster – Resolute, compassionate and committed
- We are emotionally aware (Level 2)
- We take ownership (Level 3)

Cluster – Inclusive, enabling and visionary leadership
- We are collaborative (Level 2)
- We deliver, support and inspire (Level 2)

Cluster – Intelligent, creative and informed policing
- We analyse critically (Level 3)
- We are innovative and open minded (Level 2)

Met Values
- Professionalism
- Integrity
- Courage
- Compassion

Job Description – RAID Manager

Job Title: RAID Manager

Rank/Band: Band C

Line Management: Portfolio Office Lead (Band B)

Secondment/Posting Term: Permanent Role

Vetting Level SC

STRAP Required Yes

Job Summary

The current operational environment for the Counter Terrorism Policing Headquarters (CTPHQ) is dynamic, and CT Policing must continually respond to the threat faced, therefore change is at the heart of CT. Working within CTPHQ, the RAID Manager is part of the Change Pillar. The Change Pillar within CTPHQ is responsible for overseeing change activity across the CT Network

Working within CTPHQ Change Pillar, the RAID Manager will be responsible for the day-to-day management and implementation of the approach, product sets and standards to manage risks, issues, assumptions and dependencies at a portfolio, programme and project level - across the national and London Counter Terrorism & Protective Security (CT & PS) portfolios of projects and programmes.

Role Position within the CTPHQ Change Pillar

The Change Pillar manages the delivery of the Counter Terrorism (CT) and Protective Security (PS) Policing Change Portfolio to meet our strategic objectives. It is split into 3 teams; Portfolio and Change Management (PCM), Project and Programme Management (PPM) and Business Design. The RAID Manager works within the Portfolio and Change Management Team which provides change management support to the programmes and projects in the CTP Change Portfolio.

This role will report directly to, and be managed by the Band B Portfolio Office Lead.
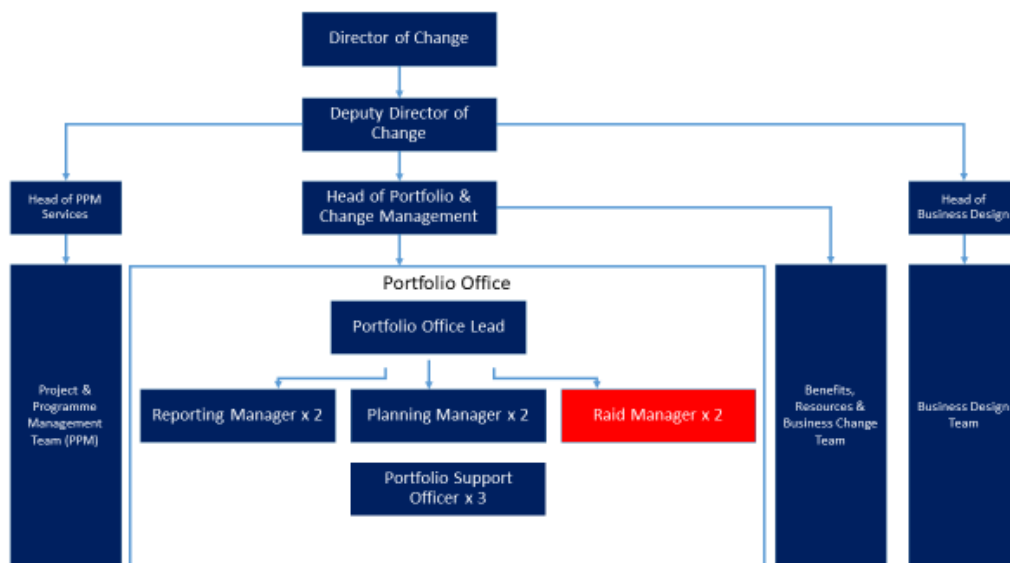
Job Purpose

Working within the Portfolio Management Office, the purpose of this role is to ensure effective management and escalation of risks, issues, assumptions and dependencies at project, programme and portfolio level.

The role holder will need to work flexibly in periods of high demand. Whilst sitting under the team structure of the Portfolio Management Office (PfMO), the role holder acts as Centre of Excellence lead for Risk, Issues, Assumptions and Dependency Management and will:

- Provide support to projects or programmes to apply portfolio standards in identifying, tracking and managing risks, issues, assumptions and dependencies, including facilitation of workshops and internal upskilling.
- Work with portfolio and external stakeholders to develop the tools, templates and guidance for RAID management at project, programme and portfolio levels.
- Maintain Portfolio-level RAID controls.

In periods of high demand there could also be a requirement to provide support to the Portfolio Reporting or Planning Managers.

Key responsibilities
Key responsibilities for the RAID Manager are:

Portfolio Management:
- Responsible on behalf of the Portfolio Office Lead for maintaining the national and London CT & PS change portfolio RAID controls, and assuring effective management.
- Ensure risks and issues (including any trends / patterns) are effectively escalated to the Portfolio Office Lead within an escalation process and criteria as defined by the Portfolio Office Lead.
- Ensure RAID reviews are held regularly at portfolio, programme and project level, as appropriate.

- Provide RAID input into reporting, planning or benefits products, either at portfolio, programme or project levels, nationally and regionally, as appropriate.

Centre of Excellence:
- Develop, maintain and implement robust, effective and efficient RAID management approach and processes, and provide associated guidance and tools required, at portfolio, programme and project levels.
- Ensure consistent RAID management standards are applied across the national and London CT & PS change portfolios, working with Project and Programme PMOs to achieve this.
- Work collaboratively with other portfolios of change and external stakeholders to identify where there are common risks, issues and dependencies between portfolios.
- Use experience and lessons learned to provide best practice guidance to support successful delivery of the projects and programmes within portfolio.
- Provide RAID expertise at national and London CT & PS portfolio level, and act as a 'critical friend', ensuring RAID controls are robust, realistic and achievable.

- Maintain effective working relationships with Programme Managers, (Senior) Project Managers, Regional Change Managers and others to ensure risk and issues management is embedded either at portfolio, programme or project levels, both nationally and regionally, as appropriate.

Whilst sitting under the team structure of the Portfolio Management Office (PfMO), the post holder could be tasked to directly support projects or programmes in periods of high demand, when requested, to provide hands on specialist support and advice to Programme and Project Managers in establishing and helping them manage effective RAID controls.

- Work closely with other roles in the PfMO, notably the Reporting and Planning Managers, providing cover to ensure resilience within the team.

Skills

- Good interpersonal skills with the ability to work effectively with people at all levels.
- Good facilitation skills, with the ability to elicit information and agreement from different types of stakeholders.
- Good communication skills, both verbal and written.
- Understanding and experience of risk identification, assessment and management.
- Ability to analyse and use risk and issue information to support effective decision making.
- Highly organised and able to meet demanding deadlines in a pressured environment.
- Ability to work unsupervised and as part of a team.
- Self-starter, confident and capable of working both independently and collaboratively to tight deadlines with plenty of initiative.
- Ability to analyse data and recognise trends that will enable decision making, and using Microsoft Excel to analyse and present data.
- Strong IT skills, in particular using Microsoft Products, especially Microsoft Excel.

Essential Experience

- Experience of risk and issue management in a project, programme or portfolio management environment and/or experience of risk management in a business environment.
- Understanding of the principles of risk and issue management, and the relevant tools and techniques.
- Experience of establishing and implementing risk and issue management processes in a project and/or programme or business environment.
- Experience of facilitating groups, balancing conflicting opinions, and building consensus as necessary.
- Experience of providing coaching and guidance to promote adherence to standards.
- Knowledge of and direct experience in applying programme and project management approaches such as MSP and PRINCE2.

Desirable Experience

- Experience of setting and delivering dependency management processes within a large programme or portfolio environment.
- Previous experience of working in (local) government, a security agency or policing is essential.
- A clear understanding and knowledge of CT Policing including its London (MPS), National (UK Force wide) and international responsibilities; including a clear understanding of CT Policing relationships to Government, security and intelligence agencies and legislative process including their governance arrangements desirable.

Qualifications

Experience within areas outlined will also be considered should the essential qualification not be met. We will provide training for the successful candidate.

Essential:

- Management of Risk (M_O_R): Practitioner and/or recognised industry equivalent qualification
- P3O Certification (Portfolio, Programme and Project Offices): Foundation
- Project Planning & Control: Foundation

Desirable:

- Prince 2 Foundation
- MSP Foundation

Vetting

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Competency Values Framework

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- **We analyse critically (Level 3)**
- **We are innovative and open minded** (Level 2)

<u>Met Values</u>
- **Professionalism**
- Integrity
- Courage
- Compassion