



**West Coast Collaboration**

Working together and sharing information to keep our communities safe



## **JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)**

### **HMI CATEGORY CODE:**

**DIRECTORATE:** Deputy Chief Constable

**AREA/DEPT:**

**FAU:**

**SECTION:** West Coast Collaboration

**JOB TITLE:** **WEST COAST COLLABORATION  
SENIOR PROJECT MANAGER**

**REPORTS TO:** Programme Director

**CURRENT RANK/GRADE:** **H**

**DATE:** January 2021

### **1. JOB PURPOSE:** (Briefly state your job's overall objectives. To.....")

To be responsible for the planning, monitoring and co-ordinating the delivery of multiple projects relating to West Coast Collaboration ensuring that a consistent approach is applied across the forces involved and compliance with S22a Collaboration agreement.

### **2. PRINCIPAL ACCOUNTABILITIES:**

(Describe the important end results you are expected to achieve).

- a) Lead, manage and motivate appointed project team members or Subject Matter Experts providing impartial advice and guidance as required to ensure successful project outcomes across the collaboration and that force inter-dependencies are identified and actively managed.
- b) Project manage WCC projects through to delivery as directed by Programme Director including creation of the pre-commissioning documentation, scoping and design of projects, production of business cases and implementation of projects across the collaborating forces ensuring that business benefits are captured.

- c) Chair and progress workshops and meetings and manage communication with stakeholders, partners and subject matter experts across the collaborating forces using virtual means if required in order to progress project requirements.
- d) Identify and manage risks that may arise that may impact either upon one particular force within the collaboration which may affect the successful delivery of the project to be delivered.
- e) Provide the Programme Director with regular progress updates and produce reports and attend project boards including the Automation Project Board, Programme Directors and Deputy Chief Constables Boards as and when required to do so.
- f) Work with collaborating force Business or Organisational Change/Programme management office force leads and allocated resources e.g. project team members, business analysts/change advisors to ensure that change is mapped out from as is to be and is embedded across all forces to realise benefits.
- g) Maintain awareness of the national agenda around Policing and Technology and the specifically how the collaborating forces will progress the requirements outlined within the Minerva strategy.
- h) Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974.
- i) Ensure that staff are trained and that all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing, including the Home Office Code of Practice on the Management of Police Information (MoPI).

### **3(a) KNOWLEDGE AND EXPERIENCE:**

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder will possess significant experience in programme and project management and possess relevant project management qualifications. A good understanding of Managing Success Programmes (MSP) and agile project management methods and experience in utilising these to bring multi organisational change is a key attribute.

A proven track record of managing projects which have been delivered on time and budget, to specification and quality through the project lifecycle is required.

Strong leadership skills that demonstrate the ability to lead and drive organisational change across collaborating forces.

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 producing, maintaining and managing appropriate levels of project documentation including business case reports, detailed project plans and reporting on business benefits realised.

The Postholder must be flexible and adaptable, with the resilience to be able to continuously analyse, problem solve and re-evaluate ways of working throughout the lifecycle of projects.

Substantial knowledge and experience is required of IT centric projects and business change and an awareness of robotic process automation.

Proven risk/issue management experience is required to ensure existing or potential barriers are managed or removed in order to progress collaborative opportunities and deliver successful project outcomes.

**3(b)** (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

No police powers required

#### **4. RELATIONSHIPS:**

**(a) *Supervisory responsibilities:***

The Senior Project Manager will have responsibility for facilitating the appointment and allocation of the project team assigned by the collaborating forces and programme support team. The number of staff will vary depending upon the requirements of the programme and this may be a mixture of business and IT resources. (Minimum 8 project team members)

**(b) *Supervision Received:***

This post will report directly to the Programme Director however the nature of the role will require the Post Holder to lead on a number of projects at any one time planning and prioritising and make recommendations for delivery across the forces.

(c) ***Other Contacts:***

(i) ***Within WCC:***

The post holder will be required to work closely with West Coast Collaboration Programme Director and other members of the Programme team and all collaborating force contacts.

Regular contact will be required with IT, strand and departmental leads across all forces and business change/programme management offices, staff associations and trade unions and the Police Federation.

Automation Project Board

(ii) ***Outside WCC:***

Work with and manage external IT suppliers in relation robotic process automation, Minerva, Niche RMS project managers, NPCC field officers, Police ICT

**5. CONTEXT:**

(a) ***Operating Environment:*** (Services provided, work patterns, who are the customers).

The critical aspect of this post is to ensure successful delivery of a diverse range of projects, including and not exclusively automation and collaborative projects as determined by the West Coast Collaboration Programme Board.

Excellent awareness of IT and force business processes.

(b) ***Framework and Boundaries:*** (Policies and procedures which affect you and how these can be changed).

Section 22a West Coast Collaboration agreement.

The post holder will have the ability to advise, influence and implement business change, critical to the success is the identification of business benefits that can be realised by the collaboration.

(c) ***Organisation:*** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

Project teams/subject matter experts who will initiate scoping/business case of projects across collaborating forces. The resources will be assigned depending on the project approved by the Deputy Chief Constable programme board and will be directed by the Senior Project Manager who has responsibility for delivery of the projects.

**6. DIMENSIONS:** (Indicate in quantitative terms, key areas on which your job has an impact).

**Financial:** The post holder will be responsible for ensuring that the cost of progressing the automation project remains within the budget set based upon each force's contribution.

**Staff:** Minimum 8 staff.

**Other:** None

**7. JOB CHALLENGES:** (Describe the most challenging or complex parts of your job).

Critical to the success of this role will be the post-holders ability to remain impartial as some of the recommendations for change may be significant to the forces involved.

The post holder is responsible for ensuring effective quality assurance and the overall integrity of the projects focusing inwardly on the consistency and alignment of the projects across West Coast Collaboration and outwardly on their coherence with the West Coast Collaboration infrastructure planning, interfaces with other projects and corporate, technical and specialist standards.

In addition the post holder will be required to explore how automation can be built into the projects in order to identify more efficient ways of working.

This is a new concept for all the collaborating forces and will require close working with external suppliers as well as working closely with the business and IT. The outcome of the automation may lead to great opportunities for the forces at the end of the twelve month period so this is an exciting opportunity.

**8. ADDITIONAL INFORMATION:**

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

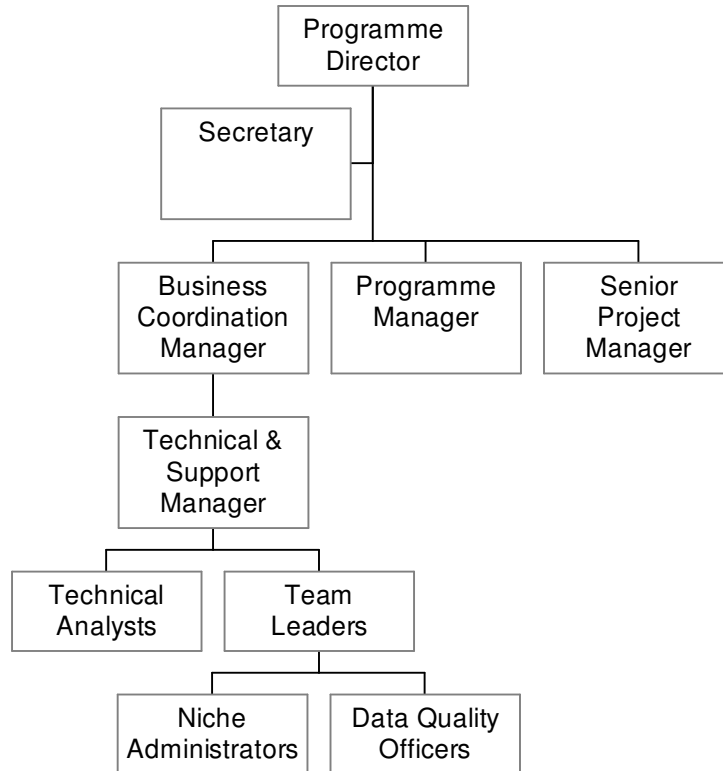
This role is has been approved for a period of 12 months in order to drive and deliver change across West Coast collaborating forces.

The post holder will be based with the programme team at Bromborough Police Station.

A driving licence is essential as travel between forces may be required.

**9. ORGANISATIONAL STRUCTURE:**

(Draw an organisational chart of your Department / Section, indicating the position of your post within it).



**10. AGREEMENT OF QUESTIONNAIRE CONTENT:**

(Please sign when completed)

POSTHOLDER'S NAME:

(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn

MANAGER'S NAME:

(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn