# JOB DESCRIPTION

## Title – IT Project Manager

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| **Post Number:** | T040 |
| **Grade:** | PO35 £37,953 - £41,139 |
| **Weekly Hours:** | 37 |
| **Department:** | IT |
| **Status:** | Permanent |
| **Responsible To:** | The IT Programme Manager. |
| **Responsible for:** | Staff designated to the projects. |
| **Job Role /Purpose:** | Provide project management for a portfolio of IT projects.  This will involve the production of plans / documentation and the provision of guidance for IT staff working as part of project teams, ensuring communication is maintained between all stakeholders throughout the project lifecycle, ensuring all objectives are identified and met, and benefits realised from the implementation of the change. |
| **Contacts:** | Change Team Programme and Project managers. IT Programme Manager and IT staff, Chief Officers and Senior Police Officers. Heads of Departments and staff working on relevant projects across the Force. The Office of the Police and Crime Commissioner. Staff and employees of the Force. Stakeholders and partnership organisations. Home Office and The College of Policing. External consultants and advisors |
| **Health and Safety:** | To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses. |
| **Equality and Diversity:** | Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people |

## PERSON SPECIFICATION

## KNOWLEDGE, SKILLS & ABILITIES

**ESSENTIAL CRITERIA**
*A clear definition of the necessary criteria.*

**Essential knowledge:**

Educated to degree level or equivalent or have substantial experience in a relevant field.

To hold a PRINCE 2 or equivalent project management qualification.

A solid understanding of IT systems, networking and computer software and IT management disciplines, either through a relevant IT qualification (ITIL or TOGAF) or relevant work experience.

## Work Experience:

Experience of working in an IT environment and of successfully managing multi stream projects and programmes relating to the development of IT systems.

Experience of operating in a matrix management environment.

Experience of managing senior stakeholders including SROs, and Executive Teams, understanding strategic aims within a large and complex organisation.

## Personal / Interpersonal Skills, Aptitudes:

Demonstrate an ability to set plans at a strategic level incorporating tight timescales and manage to successful completion.

Demonstrate an ability to organise and maintain own workload through prioritising and planning.

Demonstrate an ability to operate and achieve results through skilled influence and negotiation.

## Special Skills:

Maintain a tactful and professional approach and ensure that working practices are consistent.

Demonstrate strategic awareness and political astuteness, to understand the sensitivities in a multi-agency operating environment.

Must hold a full driving licence and be prepared to use own car for business purposes*

*Reasonable adjustments will be made in line with Equalities Act 2010*

## DESIRABLE CRITERIA

## Work Experience:
Experience of successfully managing large-scale/complex projects

**T**o have experience of working for a public sector organisation

## CORE RESPONSIBILITIES/ ACCOUNTABILITIES

### Operational:

Define, develop and deliver the IT elements of corporate (force wide) Change Programme projects that are large scale and/or complex and/or have a high level of risk attached. Also to deliver business projects and IT projects that are not part of the Change Programme.  To develop, implement and maintain a set of 'products' (documents such as PID and project plan, communications and quality assurance strategies and communications plans, supporting management systems and interdependency mapping) needed to achieve successful implementation.

Contribute to the Force,s in-house project management change capability, providing organisational learning, capability, resilience and value for money (VfM).  To deliver through the successful implementation of defined corporate Change Programme projects, the Force's corporate outcomes. To be responsible for directing and supporting work streams that support the delivery of the IT elements of the Change Programme together with other business and IT projects, ensuring control systems are established to map progress.

Where projects are part of the Change Programme, working with the Change Team Project Managers to define business requirements for all areas across the Force and to introduce IT solutions to meet these requirements; taking responsibility for the day to day running and delivery of the programmes and projects, resulting in new ways of working and identified business benefits being realised. Where business and IT projects are not part of the Change Programme, the IT project manager will work directly with the business owners responsible for the above.

Accountable for the planning, co-ordination, facilitation and monitoring of projects; developing capability to embed service improvement tools and techniques that support the continuous modernisation and redesign of business delivery.

### Management/Leadership:

To manage the project budget and other resources where designated/appropriate to do so.

Manage the tasking of the project team to ensure works are undertaken to the requirement of the Force.

### Communication:

To communicate closely with everyone working on the project to make sure they are all on course for completion

To keep the following sighted on key risks, issues and decisions – escalating where appropriate:
- SRO
- IT and Change Programme Managers and Change Team Project Manager (where appropriate),
- Relevant Governance Boards
- Major stakeholders

To work with the SRO and Programme Manager and Change Team Project Manager (where appropriate) to ensure the programme secures effective engagement at all levels within Leicestershire Police

To develop and maintain key management information ensuring the SRO and others are fully briefed on status and risks and issues.

## Administration:

To follow and develop corporate project and programme methodology.

## General:

Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities.

Be flexible in terms of working location and be prepared to work temporarily at other locations within the Force area, undertaking a similar role

## Personal Values / Competencies

The competency and values framework sets out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here :  Competency and Values framework

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do :

Integrity
Impartiality
Transparency
Public Service

| OTHER |
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| **Security Check Levels refer to vetting for the specific levels that relate to this job role:**<br><br>1) Management Vetting (MV)<br><br>2) Security Check (SC) |