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| Role Title: | Project Manager |
| Grade & Salary: | Grade K/L (£32,907 - £42,759) |
| Hours: | 37 |
| Department or Division: | Information Services |
| Location: | Force Headquarters Ripley |
| Post Reports to: | Programme and Projects Manager |
| Suitable for job share or part time: | Yes. |
| Other Considerations: | |
| Date last reviewed: | 11 th January 2019 |

Purpose and Description of Job Role:

Derbyshire Constabulary have embarked on a Digital Transformation journey with the aim of delivery Digital Excellence.

This role is responsible for the management of IS projects and IS workstreams from Business Change Projects, required by the Force, delivered by working within a team that focuses on the customers' needs and understands the business of policing. The post holder is responsible for developing, in conjunction with the Project Sponsor, a definition of the project. The Project Manager then ensures that the project is delivered on time, to budget and to the required quality standard (within agreed specifications). They ensure the project is effectively resourced and manages relationships with a wide range of groups.

Specific Roles and Responsibilities:

- Manage projects, ensuring resources and budgets are available to deliver in line with agreed customer priorities.
- Produce regular management information and reports on all projects.
- Work with the operational IS managers and teams to ensure smooth transition of projects into the production environment.
- To conduct internal and external stakeholder engagement, including engagement with the external providers and regional counterparts.
- IS project management methodology in line with the Force Business Change programme support office and IS Programme standards.
- Prepare Project, Stage and if required Exceptions Plans.

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- Identify and Manage Risks.
- Identify and Manage Project Issues.
- Manage project budget, tracking all spend.
- Manage day to day stakeholder relationships, escalating issues and concerns when necessary.
- Communicate to all levels of the organisation, ensuring messages are appropriate to the audience and people are aware of the aims and scope of the project.
- Ensure that all developments are implemented in such a way as to maximise user and business benefit.
- Ensure that all developments are efficient, effective, part of an integrated roadmap/plan and fit with the systems architecture.
- Work with Procurement in setting up commercial contracts, related to IS services, with providers.
- Ensure projects meet regulatory compliance standards and security requirements.
- Contribute to the IS Strategy through recommendations on the development of the IS systems roadmap, based upon Force, regional, national and industry direction.
- Ensure that the applications deployed as part of a project are able to be recovered in the event of an emergency in line with the Force business continuity plans and IS disaster recovery standards.
- Provide knowledge, where appropriate, to support teams maintaining in-house and third party developed applications and systems.

Skills & Experience Required:

Essential:

- Educated to degree level or equivalent qualification in relevant IS related subject or equivalent work-related experience.
- A recognised qualification in Project Management or equivalent work experience.
- Proven experience of project management methodologies.
- Proven experience of managing risks.
- Proven experience of managing issues through to resolution.
- Ability to managing and communication with stakeholders at all organisational levels.
- Proven experience of managing capital and revenue project budgets.
- Proven track record of running multiple projects and work-streams within an organisation.
- Proven experience of commercial management and negotiation with suppliers of IS services.
- Ability to negotiate and influence decision making in an environment without direct authority over others.

Desirable:

- Prince 2 or equivalent qualification.
- ITIL foundation qualification.
- Experience of producing high quality briefings and reports for senior officers and staff.

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Personal Qualities:

We have identified 9 competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with Others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem Solving & Innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and Organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

Communicating & Influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal Development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering Results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer Focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational & Technical Awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

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