



## Police Scotland

## Role Profile

<b>Rank / Grade:</b>	SPA Grade 4
<b>Role:</b>	Portfolio Assurance Officer
<b>Business Area:</b>	Corporate Services Division
<b>Reports To (Post Title):</b>	Portfolio Assurance Team Leader
<b>Work Location:</b>	Dalmarnock

### Role Purpose

(This section summaries the key function of the role)

To participate in the development, implementation and management of assurance activity for the Police Scotland Transformation Portfolio.

Provide advice, guidance and support to projects within the Transformation Portfolio as required, helping ensure processes are being adhered to and providing feedback where required.

Provide professional assurance of benefit realisation management, risk management, dependency management and lessons learned, and support to the portfolio, programmes and projects which form the overall Transformation Portfolio for Police Scotland.

Proactive in the promotion of recognised methods and standards that improve the successful delivery of programmes and projects that contribute to the key principles of Keeping People Safe.

Lead specific parts of strategic assurance reviews of specific projects – targeting projects which are identified through the integrated assurance plan or in response to issues arising in particular projects.

Assist in the facilitation and provide support for Gateway and TAF Reviews, Internal Audit inspections, and those carried out by HMICS and other external review bodies.

### Key Accountabilities

(This section details the key responsibilities required for the role)

1. To support the Head of Portfolio Assurance in monitoring and reviewing the assurance of the Transformation Portfolio, and to provide advice and assistance.
2. Provide Senior Responsible Owners (SRO – Superintending level, other senior officers and staff) with project assurance capability, ensuring effective assurance of Benefit Realisation, Risk Management, Dependency Management and Lessons Learned.

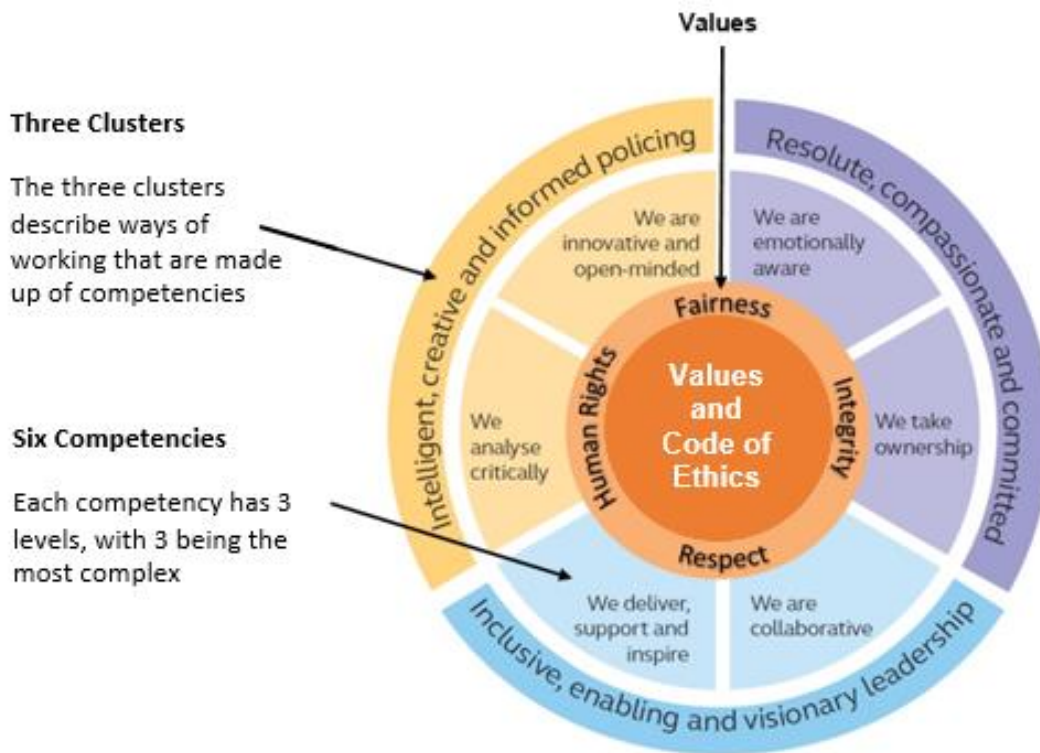
3. Review and assure key project documents such as PPAs, IBCs, FBCs, PMPs, and to provide timely feedback.
4. Analyse a range of project documentation (Highlight Reports, Risk Registers, Benefits Profiles, taking into account Financial Monitoring, etc.), undertake Desktop Reviews, and recommend future action.
5. Assure and review projects in conjunction with Portfolio Assurance Team Leaders/Project Teams and in line with appropriate Police Scotland strategy documents. Provide specialist, professional advice and guidance to project teams to implement recommendations from the assurance reviews.
6. Participate in Project Health Checks and reporting in conjunction with Portfolio Assurance Team Leaders. As directed by management, assist projects to undertake remedial action to bring projects back on track.
7. Participate in assurance reviews, providing particular expertise in risk, benefits, benchmarking, research and analysis, taking into account continuous improvement techniques, in order for balanced reports to be produced. Make recommendations for improvement supported by benefits and rationale.
8. Lead Desktop Reviews under the instruction of Portfolio Assurance Team Leaders. Report on findings and make recommendations for consideration on the future requirements for assurance activity.
9. Monitor and maintain a Portfolio Recommendations Tracker, ensuring recommendations are implemented and actions updated. Liaise with Action Owners to provide relevant updates, for onward reporting to Change Board.
10. Assist in the facilitation and support Reviews and Audits carried out by external partners, including Internal Auditors, Scottish Government and HMICS. Work closely with nominated lead officers to ensure a comprehensive Force response is provided within set timescales. Identify and collate suitable evidence to support responses and maintain a catalogue of evidence for future use. Assist senior officers and staff in preparing action plans.
11. Under the direction of Portfolio Assurance Team Leaders, work closely with project team to complete Post Implementation Reviews and reporting.
12. Participate in Project Boards and working groups and liaise with other Projects and Programmes to ensure compliance in areas of mutual responsibility.
13. Create and regularly maintain assurance metrics to be presented for the information of Senior Management.
14. Develop Integrated Assurance and Approval Plans for Projects aligned to the internal Stage Gate process, and work collaboratively to keep these current.
15. To represent the Portfolio Assurance Team Leader at meetings/working groups in relation to assurance, best value and external reviews as required.
16. Will be responsible for assessing and self-managing risk within all aspects of the role.

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

## Competency Values Framework (CVF)

All roles are expected to know, understand and act within the Police Scotland Code of Ethics.

The Competency and Values Framework (CVF) has six competencies that are clustered together into three groups. Under each competency are three levels that show what behaviours will look like in practice.



It is suggested that this role should be operating or working towards the following levels.

<b>Resolute, compassionate and committed</b>	
We are emotionally aware	Level 2
We take ownership	Level 2
<b>Inclusive, enabling and visionary leadership</b>	
We are collaborative	Level 2
We deliver, support and inspire	Level 2
<b>Intelligent, creative and informed policing</b>	
We analyse critically	Level 2
We are innovative and open-minded	Level 2

## Education, Qualification, Skills and Experience

(outlines the skills and education and qualification requirements to be able to fulfil the role)

### Attainments Essential

- Experience supporting or assuring complex, cross functional projects or equivalent.
- Experience of analysis, analytical tools and problem resolution.
- Knowledge of best practice project management tools and discipline.
- Experience and demonstrable application of project management methodologies.
- Ability to deputise for Line Manager when required.

### Attainments Desirable

- Facilitation and presentation skills.
- Ability to influence others.

### Educational/Occupational Essential

- Educated to HND level (or equivalent) with significant experience.

OR

- In the absence of formal qualifications, relevant working experience is required in order to support familiarisation and on the job training for the role.

### Educational/Occupational Desirable

- Educated to Degree level.

### Personal Qualities Essential

- Personable, pro-active, professional and able to demonstrate full commitment to exceptional customer care and service in all activities.
- Ability to communicate and interact at all levels of the organisation.
- Ability to work closely with colleagues in other corporate support functions.
- IT skills in Word, Excel, PowerPoint, MS Project and SharePoint.
- Excellent oral and written communication skills.
- Excellent attention to detail skills.

## Is A Driving Licence Required?

Not required

## Any Special Requirements Pertinent To The Post:

The jobholder delivers a central role as part of the Serving a Changing Scotland Transformation Portfolio, providing specialist and professional expertise in assurance to transformation projects.

They must be flexible and adaptable to changing situations and able to work to tight deadlines.

## Continuing Professional Development (CPD)

(Outlines possible continuing professional development activities which enable the individual to maintain and enhance competence in the role)

## Professional Registration / Licence

(outlines any ongoing registration or licensing requirements of the role)

Complete all annual and mandatory training required for the role.