POLICE SCOTLAND

POILEAS ALBA

Police Scotland   Role Profile

Rank / Grade: SPA Grade 8

Role: Project Manager (5 Posts)

Business Area: ICT

Reports To (Post Title): Portfolio Manger

Work Location: Flexible

Role Purpose
(This section summaries the key function of the role)

The IT Project Manager will take the lead on major ICT projects.

The IT Project Manager will ensure that ICT Projects deliver solutions that meet the defined business requirements, within the required timescales and defined budget, while fulfilling the business expectations in relation to quality. This role will involve building close working relationships with the Information Services ICT community, supplier community and customers.

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

1. Manage a range of ICT projects commissioned by Police Scotland or the SPA, ensuring that projects are appropriately scoped, resource requirements are forecast and work plans are produced / revised as appropriate.

2. Effectively apply programme and/or project governance standards, practices, and procedures to ensure successful project delivery.

3. Establish project requirements, scope, priorities, resources, budget and schedule.

4. Produce and review with team members the project products and deliverables to ensure that these will meet the agreed scope and requirements for business change.

5. Work collaboratively with the IT Resource Manager/Planner and other IT managers/supervisors in identifying the resource requirements, and to assign / delegate day to day individual responsibilities to project team members to ensure delivery in line with time, quality, cost measures.

6. Manage the day-to-day operational aspects of the project and its scope.

7. Manage and contribute to reviews and quality assurance procedures.
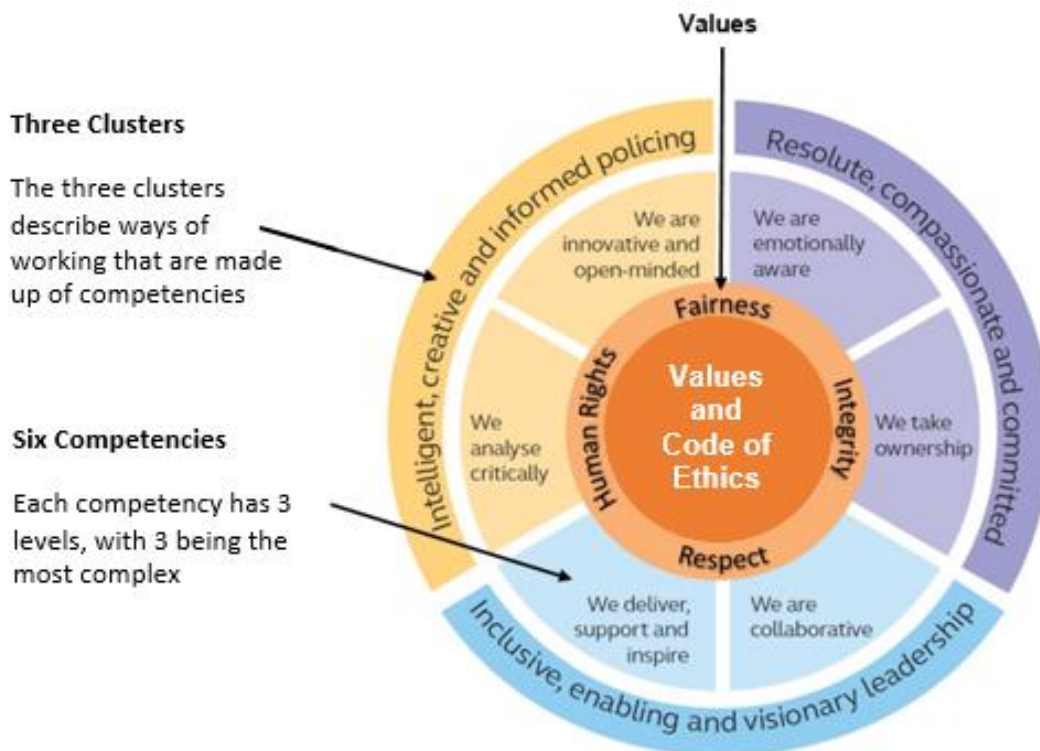
8. Identify, manage and mitigate project risks and dependencies to minimise exposure and impact to ensure successful delivery of the project.

9. Work collaboratively with budget holders and financial accountants/assistants to monitor the budget for assigned projects and adjust resources / priorities accordingly.

10. Ensure that agreed project documents are complete, current, and stored appropriately.

11. Chair regular status meetings with project teams and users.

12. Develop and execute agreed communication plans to keep stakeholders appropriately informed of project progress and changes.

13. Identify opportunities for improvement and makes constructive proposals for project management process change or development.

14. Maintain specialist project management knowledge and stay informed of emerging industry trends and practices.

15. Maintain close working relationships with ICT service line management, staff, customers, stakeholders and third party suppliers to support the successful delivery of projects, utilising excellent communication skills and project controls.

16. Prepare high quality project documentation, presentations and reports.

17. Assist with the work of Modern Apprentices and Student Placements within the Applications and Development unit, helping identifying suitable project management activities to help them develop their skills.

18. Commensurate with the accountabilities, responsibilities and pay band of the job description:

19. To be responsible for the development of a research work programme arising from the Innovation Hub.

20. To be responsible for work programme implementation arising from the ICT Strategy, BluePrint, Corporate Strategy and Futures Portfolio, in particular the remit of the Innovation Hub Research Committee.

21. To support and assist the work within the Innovation Hub for research and development in their area of skills and expertise.

22. Will be responsible for managing and assessing risk within all areas of managerial/supervisory responsibility.

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.

Three Clusters

The three clusters describe ways of working that are made up of competencies

Six Competencies

Each competency has 3 levels, with 3 being the most complex

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

Resolute, compassionate and committed	
We are emotionally aware	Level 2
We take ownership	Level 2
Inclusive, enabling and visionary leadership	
We are collaborative	Level 2
We deliver, support and inspire	Level 2
Intelligent, creative and informed policing	
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)

Educational/Occupational Essential
- Degree in related computer science or software engineering or technical infrastructure discipline
- PRINCE2 Practitioner or equivalent combined with relevant experience.

Personal Qualities Essential
- An expert understanding of and demonstrable experience with project management principles.
- Must be able to demonstrate ability to lead and manage multiple high-profile projects.
- Strong stakeholder management skills and be able to take ownership for project delivery.
- Ability to communicate effectively with internal and external project teams.
- Experience identifying and mitigating project risks and be accountable for the successful delivery of projects.
- Excellent planning and organisational skills.
- Excellent verbal, written and presentation skills.

Personal Qualities Desirable
- Equally comfortable using a broad range of business analysis techniques.
- Experience of working collaboratively with others at all levels of seniority and be capable of managing and delivering everything from "quick wins" to strategic initiatives.
- In depth knowledge of one or more Agile, Waterfall or other IT project management frameworks
- Workshop leadership and facilitation experience.

Is A Driving Licence Required?

Not required

Any Special Requirements Pertinent To The Post:

No

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.

Additional Information

These full time posts are x1 permanent, x1 temporary until May 2022, x1 temporary until September 2022 and x2 temporary until March 2023 and requires Management Vetting. You will work 35 hours per week, Monday-Friday 09:00-17:00

Please find below a list of our ICT locations throughout Scotland. Candidates can discuss their preferred location at interview. The location however cannot be guaranteed and is subject to space being available.

• Aberdeen, Nelson Street
• Dumfries, Cornwall Mount
• Dundee, Rushton Court
• Edinburgh, Bilston Glen
• Edinburgh, Fettes Ave
• Glasgow, Dalmarnock
• Glasgow, FCTC Complex, Helen Street
• Glenrothes, Detroit Road
• Inverness, Perth Road
• Scottish Crime Campus, Gartcosh
• Scottish Police College, Tulliallan
• Stirling, Randolphfield