



## ROLE PROFILE

<b>Role Title:</b>	<b>Project Manager for the OPCC</b>
<b>Rank/Grade:</b>	<b>P02</b>
<b>Job Family:</b>	<b>Professional</b>
<b>Reporting to:</b>	<b>Chief of Staff</b>
<b>Main purpose of the role:</b>	To contribute to achieving the vision, purpose and values of Bedfordshire Police.

<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>Working from a project brief, establish the project deliverables, devising the Project Initiation Document (PID), to include a project plan and benefits tracker as directed by the Chief of Staff.</li> <li>Where relevant, carry out research of accepted best practice and identify relevant benchmarks, ensuring that this is available to key stakeholders in advance of the project design phase.</li> <li>To take personal responsibility for the production of a Business Case required for any project ensuring that relevant stakeholders are engaged and where possible documents are co-produced.</li> <li>Take personal responsibility for the establishing governance of projects, ensuring that management arrangements are robust, reports are professionally presented, accurate, impact assessed and that any concerns are escalated to an appropriate level.</li> <li>Produce project progress reports and identify and synthesise key project information to support the maintenance of portfolio level reports, including Dashboard and RAG report.</li> <li>Where relevant, ensure that the views of service users are taken into consideration, and where appropriate, services are co-developed.</li> <li>To liaise with external agencies on behalf of the OPCC during project development including Bedfordshire police, specifically the Force/OPCC Liaison and the Continuous Improvement team.</li> <li>To ensure that all projects are documented according to OPCC standards and GDPR regulations ensuring that all project activity is fully documented and effectively handed over to relevant operational support.</li> <li>To act as the public interface for the project to ensure that all participating organisations/stakeholders and key personnel within those organisations fully understand the benefits, changes in working practices and other implications of the project</li> <li>Working with other members of the team to proactively engage with and develop the market through regular communication including the relevant commissioning documentation.</li> <li>To communicate, publicise and promote project activities and progress to appropriate staff inside and outside of the OPCC working with the public information officer of the OPCC</li> <li>Work with the policy Director who will be responsible for the development and implementation of policies related to project areas in negotiation with other agencies and stakeholders as required and directed by the Chief of Staff.</li> <li>Develop and manage relationships with a range of partners, including criminal justice and community safety practitioners, to support the delivery of the Police and Crime Plan. This will include local partners, such as CSP Managers, but also national bodies, such as the APCC. This will also include representing the PCC at meetings and events.</li> </ul>	



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- Responsible for the line management of short term placements and internships as required.
- The Project Manager responsibilities towards the office: Responsibility for the line management of the Executive Personal Assistant roles of the OPCC ensuring office cover from 09:00 -17:00 every working day and to ensure that the PCC has sufficient cover for her office. Managing the A.L system will be key for this.
- Responsible for the delivery of any specific projects relating to victims commissioning, providing project plans, identifying resource requirements, salient milestones and deadlines.
- Attend the Continuous Improvement meetings of the Force on behalf of the OPCC, ensuring knowledge of the projects of Continuous Improvement are up to date and in return ensuring that team are aware of all OPCC projects that directly affect the Force.

**These key duties and responsibilities are intended only as a guide to the main responsibilities of the post and are not intended to restrict the scope of the post holder to perform other duties. Additional responsibilities for the post holder may be agreed on an individual basis and recorded as part of the annual performance review role requirement.**

Financial e.g. limits/mandates	Non-financial e.g. staff responsibility
• None	• None

Agile Working	To be confirmed
Psychological Assessment	To be confirmed
Return on Investment	To be confirmed
Limited Duties	To be confirmed

Entry Requirements
<p><b>Either</b></p> <ul style="list-style-type: none"> <li>• Educated to degree level or similar in a relevant discipline, with a minimum of 2 years relevant post-qualification experience in a complex organisation, ideally within the public sector.</li> </ul> <p><b>Or Alternatively:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 5 years relevant experience in a complex organisation, ideally within the public sector.</li> </ul> <p><b>And:</b></p> <ul style="list-style-type: none"> <li>• Experience of project management using established methods (such as Prince 2)</li> <li>• Ability to analyse complex and granular information and present analysis to a varied audience</li> <li>• Experience of using evidence to developing plans to deliver national and local priorities</li> <li>• Experience of working in a multi-agency setting to deliver projects</li> <li>• Proven ability to deliver projects on time and within budget</li> <li>• Experience of evidence-led service commissioning, improvement and re-design</li> <li>• Knowledge and understanding of, and commitment to, best practice in equal opportunities</li> <li>•</li> </ul> <p><b>Communication and relationship skills</b></p> <ul style="list-style-type: none"> <li>• Provides and receives sensitive, complex and potentially contentious information</li> <li>• Experience of talking to large groups, both staff and senior management, including formal presentation skills</li> </ul>



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- To be able to respond rapidly and professionally to challenging and difficult scenarios, recommending appropriate action and implications of decision.
- To be able to command respect and demonstrate model leadership skills and behaviours as an example of best practice.
- Excellent interpersonal skills and the proven ability to influence decision making
- Strong communication skills, effectively communicating both orally and in writing

### Analytical and judgment skills

- Responsibility for ensuring a robust system for incident reporting, investigation and action is implemented
- Ability to synthesise and analyse information
- Will need to make judgements involving highly complex facts in terms of dissemination and interpretation of conflicting options which impact across OPCC, ensuring delivery of short and long term goals.

### Planning and organisational skills

- Structured approach to project management with clearly documented milestones and benefits.
- Planning and organisation of complex project activities whilst formulating and adjusting plans and strategies in line with Project Briefs.
- Planning and chairing multi-professional meetings
- Ability to manage changing priorities to meet deadlines
- Support service and practice development to meet the needs of local populations through needs assessment and performance monitoring

### Physical skills

- Standard keyboard skills
- Access to transport suitable for work use
- Ability to manage multiple complex situations

### Desirable:

- A solid understanding of policing and criminal justice issues
- In-depth and recent experience of working with victims of crime
- Experience of working and developing relationships with a range of criminal justice partners
- Understanding of the commissioning cycle and associated legislation/regulation

### Any other General Requirements/Scope

**Line Managers should, through consultation with their staff, identify which "Effective Performance" elements of each activity are relevant to the role.**

#### Section/Location:

Office of the Police and Crime Commissioner

#### Physical:

Eyesight of standard to work with display screen equipment.

#### Transport:

Full current driving licence and access to a vehicle or be able to arrange own transport

#### Training Requirements:

- Research and Analytical skills
- Data Protection
- Equal Opportunities

#### General Requirements:



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- If using a private vehicle then business insurance needs to be organised by the individual.
- Vetting is required, as advised by the vetting unit.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

### Obligatory Requirements

- Before commencement of this appointment, this role is subject to medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.

### Personal Qualities (Behavioural Competencies)

Technical Skills and Behavioural competencies may be used for promotion / recruitment / selection / PDR processes

#### We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

#### We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

#### We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

#### We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

#### We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

#### We are innovative and open-minded



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I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.