

Cumbria Office of the Police, Fire and Crime Commissioner

HAY JOB PROFILE

Job Title: Project Officer
Salary Scale: PO 1-4 (£41,487 to £44,700)
Department: Office of the Police, Fire and Crime Commissioner
Reports To: Chief Executive
Location: OPFCC Offices, Police Headquarters, Carleton Hall, Penrith

All employees must ensure compliance with the Cumbria Constabulary Health and Safety Policy, and all other relevant statutory Health and Safety Legislation.
This job profile has been written primarily for evaluation purposes and may not detail some less major duties allocated to the postholder, nor cover duties of a similar nature, commensurate with the grade, which may from time to time be reasonably required by the relevant manager.

This is a politically restricted post and reference should be made to the Office of the Police, Fire and Crime Commissioner's politically restricted post policy.

1. JOB PURPOSE

- 1.1 The post holder will be responsible for the effective delivery of projects on behalf of the OPFCC Executive Team and ensuring the delivery of objectives, including those within the Commissioner's Police, Fire and Crime Plan.

2. PRINCIPAL ACCOUNTABILITIES

- 2.1. Delivery of required projects within agreed constraints of time, cost, quality, scope and risk. Enabling them to deliver the financial, efficiency, risk reduction or other benefits anticipated within business cases.
- 2.2. The post holder will be responsible for managing a diverse range of internal and external resources to deliver the range of OPFCC projects.
- 2.3. To manage production of the business case that includes requirements, options, benefits, costs and risks, ensuring business case estimates for the resources required to deliver the required products are robust and soundly based. The post holder will be responsible (when required) for developing and writing funding proposals to secure resources to support the business case.
- 2.4. To prepare and manage OPFCC project budgets, monitoring and reporting status to the budget holder, both capital and revenue costs. They will be responsible for ensuring benefits are identified and effective plans for benefit realisation are defined and agreed.

- 2.5. To liaison with the OPFCC Executive Team (and where appropriate relevant partner agencies) to ensure project proposals are fit for purpose, within budget constraints and meet the objectives of the Police & Crime Plan.
- 2.6. To be responsible for the development and agreement of the appropriate approach to OPFCC project delivery that will ensure real business benefits are delivered on time and effectively as possible.
- 2.7. To lead the negotiation and procurement of cost-effective solutions to meet business needs on behalf of the OPFCC, whilst ensuring compliance is met with corporate policies, legislation, regulations and best practice.
- 2.8. To lead on the production and agreement of robust project plans. Subsequently, monitor progress and any deviations from the plan for reporting status to the OPFCC Executive Team and appropriate Constabulary boards, making recommendations where appropriate. The post holder will be responsible for taking action when targets are not met, inform and advise key stakeholders to agree actions to be taken.
- 2.9. To develop performance metrics to ensure the project is delivering to plan and that impact is understood and measured. The post holder will be responsible for communicating this internally and externally to key stakeholders and members of the public.
- 2.10. To establish and manage project governance procedures including those for risk management, issue management, decision making, change control and communication.
- 2.11. To negotiate with key stakeholders the allocation of resources and then manage production of the required outputs, taking responsibility for overall progress and use of resources as well as initiating corrective action where necessary and providing timely notification of any anticipated failures.
- 2.12. Be responsible for ensuring that all OPCC projects are subject to an Equality Impact Assessment and that Data Processing Agreement / Information Sharing Agreements are completed if appropriate.

3. DIMENSIONS

- 3.1 The post holder will have budgetary responsibilities in relation to individual projects managed.
- 3.2 The post holder will be responsible for a number of project simultaneously, which will include working with Cumbria Constabulary and Cumbria Fire and Rescue Service.
- 3.3 The post holder will work on projects which are crucial to the OPFCC's core business, which have significant strategic impact in terms of planning or coordination for the business; for both strategic and non-strategic projects of all scale.
- 3.4 The post holder may be required to supervise other project staff.
- 3.5 The post holder will work closely with colleagues in procurement, ICT and the wider business to ensure effective roll out of any capital projects.

4. KEY FEATURES

4.1 Framework and Boundaries

The post holder will work within, and where relevant direct and influence all OPFCC policy and strategy. They will work within national policies, regulatory and legislative requirements including specific legal and statutory requirements.

The post holder is expected to comply with all relevant professional codes and standards in the conduct of their duties. The post holder will work closely with relevant staff within a multi-agency environment.

The post holder will work directly with the Chief Executive and OPFCC Executive Team on the development of OPCC projects, as well as advising them and working with partners and stakeholders to develop arrangements to support them to achieve this in a multi-agency setting.

4.2 Important Working Relationships

- The Police, Fire and Crime Commissioner (and Deputy Commissioner, if appointed)
- OPFCC Chief Executive, Chief Finance Officer, Head of Estates, Head of Legal
- All other OPFCC Staff
- Members of the Constabulary at all levels – Chief Officers, police officers and police staff
- Members of Cumbria Fire and Rescue Service at all levels including Chief Officers and employees.
- Public Sector, Third Sector Partners, Criminal Justice agencies.

4.3 Major Challenges

- The post holder must be capable of understanding the wider objectives of the various projects, be able to influence others and develop and maintain effective working relationships with senior managers, stakeholders and third-party service providers involved in the delivery of the project, to enhance service provision and deliver value for money.
- The post holder will be working within a changing multi-agency environment to deliver policy and enable service improvements, where the Commissioner and partners' resources are increasingly under strain.
- The post holder must ensure the commissioning, performance and policy arrangements effectively support the delivery of the Police, Fire and Crime Plan and are capable of scrutiny by the public and members of the Police, Fire and Crime Panel.
- The post holder must manage multiple projects simultaneously and deliver agile methods and proportionate governance to deliver these.

5. ORGANISATION CHART



Agreed by Post Holder: _____ Date: _____

Line Manager: _____ Date: _____

Head of Department/
Division: _____ Date: _____

OFFICE OF THE POLICE, FIRE AND CRIME COMMISSIONER

Person Specification: (e) essential, (d) desirable

Post: OPFCC Project Officer

Experience, Knowledge, Skills & Competences

- Demonstrable experience of working within a project environment leading the delivery of business change in a multi-agency environment. (E)
- Demonstrable understanding of the principles of Project Management (project planning, project governance, risk management and benefits realisation). (E)
- Significant experience of building and leading effective multi-disciplinary project teams drawn together from different business areas. (E)
- Significant experience of working effectively in partnership with suppliers, both internal and external. (E)
- Proven experience of developing, setting and managing budgets to achieve agreed outcomes. (E)
- Experience of procuring and delivering contracts across multiple providers including the development of specifications, contract terms and conditions. (E)
- Good communication skills, both oral and written with the ability to communicate effectively at all levels and create collaborative partnerships. (E)
- The ability to negotiate/influence at a senior level and make decisions in a complex environment, both internally and externally. (E)
- Flexible and adaptable working as a team member with the ability to form good working relationships with a wide range of senior people across varying multi-agency organisations and third sector. (E)
- Proven ability to plan, prioritise and work under pressure to meet schedules and deadlines whilst balancing conflicting priorities. (E)
- Ability to deliver a high-quality service and maintain a high standard of work. (E)
- Ability to use own initiative to problem solve. (E)
- Significant experience to lead equality and diversity as well as demonstrate personal commitment. (E)
- Experience of developing and writing funding proposals in collaboration with multiple partners. (D)
- Knowledge and experience of theory and effective practice in relation to community safety, reducing offending and criminal justice. (D)
- Experienced user of project management software (MS project) and other applications that may be required to meet the needs of particular projects. (D)

Education & Training

- A degree or similar professional qualification or extensive demonstrable experience (eg 5 years'). (E)
- Relevant Change Management or Business Analysis qualification or training. (D)
- PRINCE 2 qualification. (D)

Circumstances

- Current driving licence. (E)
- Ability to work flexible working hours to accommodate requirements. (E)
- Flexibility to travel, both within and outside the County, as reasonably required. (E)
- Commitment to on-going professional development in the area of Project Management and, core project delivery skills, commissioning and contract management. (E)