

Police Staff
Project Manager
Force Transformation
Role Definition:QR007 / 10661 / 30238 / 30239

ROLE DEFINITION

Dept / Area Command:	Force Transformation	Section:	Force Transformation
Post Title:	Project Manager	Post Reference:	QR007 / 10661 / 30238 / 30239
Post Grade:	Grade J	Location:	Forth Banks
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Business Change Project Manager		
Staff Responsibilities:	Allocated subordinate staff and trainees		
Purpose:	To successfully manage projects through the entire lifecycle to deliver effective technological change to the Force.		

Key Responsibilities:-

1. Manage all aspects of project delivery to the required standard including; definition, analysis, development, procurement and implementation stages, ensuring appropriate documentation is prepared and maintained.
2. Matrix manage the work of the project team to ensure output is delivered to time, cost and quality.
3. Ensure IT projects, systems and services meet the needs of the force by implementing quality/business assurance measures, including; cost/ benefit analysis, post implementation reviews, standards and procedures.
4. Manage and develop staff ensuring knowledge, skills and abilities are upto date enabling performance to be maintained at an optimum in order to support Force activities.
5. Negotiate and assist with the procurement of services from suppliers of externally sourced systems liaising regularly with the thord party to ensure delivered output is compliant with user requirements and Force standards. .
6. Provide support to successfully embed both in-house developed and externally procured systems in accordance with service level agreements.
7. Participate in implementation and recovery procedures, including work outside standard office hours where necessary, in order to satisfy the needs of the users of

the system.

The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.