

**Police Staff**  
**Project Manager**  
**Safeguarding**  
**Role Definition:00033 / 20564**

**ROLE DEFINITION**

Dept / Area Command:	Safeguarding	Section:	Strategy & Innovation
Post Title:	Project Manager	Post Reference:	00033 / 20564
Post Grade:	Band 3	Location:	Balliol
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Superintendent Programme Director		
Staff Responsibilities:	Allocated subordinate staff and trainees		
Purpose:	Successfully implement the Home Office Police Transformation Fund (PTF) Project 'Domestic Abuse: A Whole Systems Approach - The Next Steps', by managing delivery in Northumbria and regionally and coordinating and overseeing national sharing of good practice.		

**Key Responsibilities:-**

- 1. Design a national toolkit and digital platform to nationally share best practice from the original Domestic Abuse: A Whole System Approach Project**
- 2. Promote and share the toolkit and digital platform in an accessible and sustainable way for access across the country**
- 3. Explore how to share and champion the work of MATAC, DRIVE, RESPECT and EIR in relation to management of domestic abuse perpetrators**
- 4. Work together with DRIVE, EIR and RESPECT to design, create and disseminate this collaboration process nationally**

- 5. Manage the extended trial period of the original six forces of the Whole System Approach for their chosen priority areas**
- 6. For the chosen priority areas, manage the continued gathering of data for the further evaluation and further embed the processes in each area**
- 7. Develop, implement and manage a programme of work to undertake the multi-force liaison/ collaboration across all work themes to meet operational and business needs and to optimise transformational requirements, ensuring all change is fit for purpose and supports relevant services and value for money;**
- 8. Manage all aspects of project delivery to the required standard and providing strategic direction nationally including governance, alignment, assurance, management, integration, optimisation, tracking, planning, improvement, analysis of project evaluations and website development;**
- 9. Manage the work of the project team throughout the entire lifecycle of the project and overseeing the work of the project managers across all forces to ensure outputs are delivered to time, cost and quality;**
- 10. Maintain a comprehensive and integrated database to ensure that all project information including costs and risks are readily available to inform decision making;**
- 11. Build effective and professional working relationships with all stakeholders and establish and develop strategic partnerships, both internally and externally in order to champion the progress of the original project and participate in joint consultation to drive the project forward to ensure the project objectives and outcomes are achieved;**
- 12. Participate in the organisation and facilitation of conferences at national, regional and local forums, as required, in order to promote the work of the project, knowledge sharing, identifying good practice and emerging issues and ensure evolving concepts are used to shape the project;**
- 13. Provide support to successfully embed both in-house and nationally developed processes/ systems in accordance with Home Office requirements, ensuring sustainability of the products produced.**

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