

11/11/2019

Change Project Manager (Ref QR002 / 20617)

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Police Staff
Change Project Manager
Force Transformation
Role Definition:QR002 / 20617

ROLE DEFINITION

Dept / Area Command:	Force Transformation	Section:	Force Transformation
Post Title:	Change Project Manager	Post Reference:	QR002 / 20617
Post Grade:	Grade J	Location:	Forth Banks
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Business Change Programme Manager		
Staff Responsibilities:	Allocated subordinate staff and trainees		
Purpose:	Lead improvement projects on development of new business models, operating processes and workforce design, assessing business impact of change and create robust business case for change.		

Key Responsibilities:-

- 1. Lead on the planning and management of force business activity analysis, combining business intelligence with consultation, best practice and emerging technology to identify improvements in force effectiveness and efficiency**
- 2. Undertake process reviews and facilitate key meetings and improvement workshops to map and critically evaluate services, processes and the application of technology to improve service delivery**
- 3. Use data modelling practices to analyse your findings and create suggestions for strategic and operational**

improvements and changes

- 4. Engage with internal and external leaders, stakeholders, subject experts and the workforce to understand structure, policies, operational processes and future capability requirements to shape development of effective solutions.**
- 5. Manage all aspects of project delivery across the full lifecycle, from business case, through initiation and implementation to benefits realisation, ensuring the project delivers to time, cost and quality tolerances, standards and reporting requirements**
- 6. Design implementation plans to encourage workforce engagement, manage change and deliver sustainable improvement**
- 7. Identify, manage and resolve risks, track and manage costs and benefits, provide reports as required, and ensure all outputs meet programme requirements**
- 8. Co-ordinate the project and its interdependencies, ensuring projects are appropriately resourced and work closely with the project managers for the other projects within the programme**
- 9. Manage stakeholder communications and key messages for projects, to prepare the organisation for change, inform of progress and celebrate successes**
- 10. Utilise change management methodology, to help embed cultural change and ensure improvements are successfully delivered and maintained**
- 11. Manage and co-ordinate Assistant Project Manager activity ensuring that improvement projects and workforce changes are fully supported, planned and managed**
- 12. Support the dissemination of best practice in continuous improvement methodology across the organisation, helping colleagues to identify waste and inefficiency and supporting to implement positive changes**

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

