

**Police Staff**  
**Business Change Programme Manager**  
**XXXX**  
**Role Definition: 20575**

**ROLE DEFINITION**

Dept / Area Command:	Corporate Development/Force Projects	Section:	Force Improvement
Post Title:	Business Change Programme Manager	Post Reference:	20575
Post Grade:	Band 2	Location:	Forth Banks
Car User Status:		Telephone Allowance:	
Shift Allowance:		Standby Allowance:	
Weekend Enhancement:		Contractual Overtime:	
Line Manager:	Force Transformation Lead		
Staff Responsibilities:	Allocated staff and trainees		
Purpose:	Manage the delivery of transformation programmes, supporting the appointed Senior Responsible Owner (SRO) to ensure that defined programme benefits are realised, risks and interdependencies are identified and managed, ensuring the programmes are delivered successfully and to agreed timescales.		

**Key Responsibilities:**

1. Provide quality assurance and ensure the overall integrity of programmes, focussing on maintaining internal consistency of programmes and the coherence with external factors such as infrastructure planning, interfaces with other programmes and ensuring required standards are met.
2. Support the planning and design of programmes by proactively monitoring progress, resolving issues and taking action where appropriate to ensure the successful delivery of programmes.
3. Manage programme governance arrangements to ensure that the defined programme benefits are realised, risks and interdependencies are identified and managed and that programmes are delivered successfully to agreed timescales.
4. Report the progress of programmes at regular intervals to the Senior Responsible Owner (SRO) and relevant Programme Boards.
5. Ensure there is allocation of common resources and skills within the programmes and individual projects, including facilitating the creation and set up of individual project teams.

6. Support the Senior Responsible Owner (SRO) in all aspects of communication related to programmes, including regular reporting to the Transformation Board and the preparation of papers for relevant governance boards.
7. Identify and engage stakeholders and those impacted by the change throughout the programmes. Represent the Programme at all relevant Force meetings.
8. Work with the appropriate programme and Chief Officer lead as well as identified Senior Responsible Officers (SROs) to ensure that programme dependencies are managed to ensure change is embedded within the organisation, delivers practical benefits and records lessons learned in order to develop the organisational memory and support organisational learning.
9. Manage programme governance to ensure that programme and project management approaches are adhered to within a formal governance structure and support the running of Programme Boards, including the completion of all required reporting.
10. Manage all aspects of programme resourcing and budget management to ensure that programmes are kept on track and delivery is within the time, cost and quality tolerances.
11. Provide leadership and direction to the programme team including recruitment, appraisal, development and performance of staff, ensuring they have the skills, knowledge, behaviours and experience to be productive in their role and reach their full potential.

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