

## Job Description

<b>A Post Details</b>	
<b>Job Title:</b> Technical Advisor / Project Manager	Grade: C001
<b>Department:</b> Estates Transformation, Strategy and Change	Division: A Division
<b>Reports to:</b> Estates Programme Manager	Contract Type:
<b>Level of Vetting:</b> <input type="text" value="Select Vetting Level"/>	Numbers in Post: 1
<b>Welsh language required</b> <input type="text" value="Select"/>	
<b>B Purpose of the Post</b>	
<p>The 'A Force on the Move' transformation portfolio will see £100m of investment over five years across ten innovative programmes. BTP will be adopting new tools, applications, policies, and processes that will enable our people to deliver an even better public service, provide a modern and inclusive place to work and achieve corporate social responsibility and net carbon zero ambitions. A Force on the Move will include projects spanning the length and breadth of our business, from new technologies and ways of working, to estates and a re-balancing of operational and support capabilities across our operating model. Our ambition is to unlock our true potential for modernising policing on the railway and to provide a first class, value for money service to the public.</p> <p>In support of 'A Force on the Move', the role holder will be tasked with planning, preparing, and managing a number of Estates Capital &amp; Revenue projects through the full project lifecycle. Typically projects within the estates arena can be anything from the replacement of a boiler through to a major refurbishment of an existing building or a move to totally new location. The role holder will be required to act as the interface with the operational business, establishing and then crafting the requirement, overseeing the competition process, securing internal funding, and then ensuring successful delivery of the project through other professionals such as project managers and quantity surveyors (externally provided). Through all of the associated project stages the role holder will be required to produce, maintain &amp; share all appropriate BTP governance and ensure that stakeholders are kept fully updated to ensure smooth transitions from project to business as usual.</p>	
<b>C Dimensions of the Post</b>	
<p>Financial – Direct or Non-Direct</p> <p><b>Directly manage the programme budget (£3M-£10M), capital and revenue, on behalf of the SROs, monitoring the expenditure and costs against delivery and realise benefits.</b></p> <p><b>The post-holder will be responsible for managing contracts and third-party suppliers to ensure value for money.</b></p> <p><b>The post-holder will be responsible for regularly capturing on-going benefits realised from projects and ensure that benefits are tracked as efficiencies and/or savings are delivered.</b></p> <p>Staff Responsibilities – Direct or Non-Direct</p> <p>Direct reports: None internally, but will be responsible for managing external supply chain, including managing existing professional frameworks.</p> <p>In-direct reports (5-10) – all temporary resources required for successful programme/project delivery.</p>	

Suppliers (Multiple) – managing supplier resources required for successful delivery.

Other Statistical Data

Technical Advisors / Project Managers will have a critical role in delivering ~~two~~ some of BTPs most complex and high-profile strategic programmes that make up the 'A Force on the Move' transformation portfolio. These programmes will put in place new services and processes to improve operational effectiveness and oversee planned efficiency initiatives.

## **D Principal Accountabilities**

- **As directed by the SRO, champion and implement effective estate transformation programme delivery, supporting the 'A Force on the Move' vision and strategic plan for the estate's transformation.**

**Projects:**

- **Undertake a thorough review of the estate condition survey, testing it against fitness for purpose and fit for the future parameters.**
- **Analysis, determine and formulate appropriate recommendations on the scope of work to be implemented and funds required following the review.**
- **Own the project business case as directed by the SRO and be responsible for the specification, development and delivery of business cases / capital projects, leading the case through the governance and approvals process, to full approval and all RIBA stages to stage 7.**
- **Devise a program of work including the formal brief for consultants and contractors to prioritize and pace the work. Manage programme team resources, ensuring they are tasked effectively to deliver programme outcomes**
- **Manage and lead significant change and be directly involved in the implementation of Agile and Smarter working as per the BTP 'A Force on the Move' agenda.**

**Stakeholders:**

- **Work closely with business leaders ensuring their interests are represented and ensuring business benefits are delivered.**
- **Work closely with Commercial during the tendering and selection of potential service providers**
- **Manage communication and engagement with programme stakeholders, developing and maintaining strategic relationships and working in partnership to resolve problems to benefit operational policing and the BTPA;**

**Compliance:**

- **Identify, manage and resolve risks, track and manage costs and benefits, provide reports as required, and ensure all outputs meet professional standards set by the portfolio office.**
- **Monitor programme cost and financial requirements and ensure compliance with schemes of**

**delegation.**

- **Provide technical expertise with respect to compliance, building regulation, planning, health and safety legislation in the context of capital works across the estate nationwide.**

## **E Decision Making**

**Make Decisions:**

- Make project specific decisions across the scope of the Programme, including prioritisation of projects, resource allocation between projects, budgets, deliverables and dependencies in consultation with the SRO.
- **Make decisions about escalating issues impacting delivery to senior stakeholders and/or the SRO.**
- Based on technical and industry expertise advise SRO on best value routes to procurement, MMC, project delivery, programming

**Significant say in decisions:**

- Responsible for influencing senior stakeholders (e.g. Chief Officers, Authority Members and Executive, DfT) in making an informed decision around delivery, prioritisation and approvals.
- Make specific recommendations and have a significant say in decisions affecting programme outcomes taken at Programme Board, individual Project Boards and by the SRO.

## **F Contact with Others**

**Internal**

- **Directly report to the programme SROs and be professionally accountable to the Programme Manager (Estates)**
- **Present project proposals to senior stakeholders within BTP and externally as required.**
- **Extensive inter-departmental communication with Chief Officers, Heads of Departments, and officers and staff force-wide to enable the delivery of the Transformation program.**
- **Influence and negotiate with stakeholders to align projects with the organisation's strategic aims.**

**External**

- **External consultants, external companies, external customers and public bodies including key stakeholders in the rail industry and law enforcement.**

## **G Essential Criteria**

**Qualifications and Training:**

- Educated to degree level with extensive proven post qualification estates experience in policing, emergency services, rail or within a public sector body.
- Will be either a fully qualified Architect or Surveyor with current membership to the appropriate

professional body. (RIBA, RICS and /or CIOB).

- Qualified in either Managing Successful Programme, PRINCE2 or relevant PPM management with supporting complex project management experience.

**Experience:**

**Excellent interpersonal and communication skills in Welsh**

Select

- Proven extensive experience of leadership and delivery of large and complex estate projects that significantly contribute to strategic objectives.
- Experience of change and project management with minor and major capital projects; working on all stages of the programme development lifecycle, with the ability to facilitate, create and oversee large complex plans, including the delivery of large scale multi-disciplined projects.
- Knowledge and experience of delivering shared services in the public sector.
- **Experience of maintaining effective systems in support of: forecasting, resource management, quality and financial control.**
- Proven track record of developing business cases and leading change through to implementation.
- Experience of strong business benefits delivery and transformational business change management.
- Good technical knowledge in construction related discipline with a well-versed understanding of current building regulations and relevant legislation.
- Experience of working in a live environment and of delivering BAU with minimal impact on the business.
- Ability to phase programs of work and to understand lead in times, interdependencies of specialist contractors and to reprioritize accordingly.
- Experience of working closely with commercial and legal professionals on leases, contracts and third-party suppliers.
- Experience of working on multiple programs of work simultaneously.
- Knowledge of building products, construction and current costs.
- Experience of co-ordinating M and E and other building systems.
- Computer literate.

**Skills:**

**Excellent interpersonal and communication skills in Welsh**

No

**Technical:**

- **Ability to deliver programmes using recognised methods and processes.**
- **Ability to create a brief, specification and manage tender process for capital and minor works projects.**
- **Ability to manage multiple parties including, internal and third-party vendors, on high profile programmes.**
- **Ability to manage programme and project teams across multiple locations.**
- **Ability to apply budgetary control and resource allocation processes.**
- **Ability to use analytical techniques in the decision-making process.**

- Ability to work unsupervised, setting priorities according in terms of project outcomes and contribution to strategic objectives.

**People:**

- Excellent stakeholder engagement, communication and influencing skills for internal and external audiences.
- Excellent written and verbal communication skills
- Excellent relationship building skills with a good understanding of different cultures and how to work with them to deliver results.
- Ability to work closely with IT professionals to build specifications to replace multiple systems.

**Knowledge:**

- Evidence of ensuring that shared services functions meet user requirements and provides services that exceed customer expectations.
- Evidence of leading the design of lean customer centric processes, procedure/policy refresh and data cleansing in preparation for outsourcing, which will seek to improve operations and service levels.
- Construction and building best practice knowledge.
- Knowledge of estates, property and facilities management in the public sector.
- Knowledge of emerging technologies in construction and a good understanding of industry best practice.

**Desirable criteria:**

N/A

**H Additional Information**

The successful candidates will be innovative and self-motivated, with a strong service oriented, can do attitude. They will be strong communicators, with excellent interpersonal skills.

The successful candidates will be able and willing to challenge at any level in an appropriate manner and understand the importance of business continuity and service to the community above all else.

BTP is a national Force and this role will require travel across the country.

**For Panel to complete only:**

**Panel Approval:** Kiran Ajimal (5931)

**Date:** 24/01/2025

Please submit with supporting documentation (organisational charts, job descriptions) via the [Hub](#)

You will be advised of a panel date following receipt of the submission