

Job Description

A Post Details	
Job Title: Estates Project Manager (PM)	Grade: B003
Department: Corporate Development - Estates	Division: A
Reports to: Senior PM, Programme Manager or Programme Lead	Contract Type: Permanent
Level of Vetting: Baseline	Numbers in Post: 2
B Purpose of the Post	
<p>On behalf of the senior responsible owner and the programme manager, the project manager will be a critical driving force for delivering one or more of BTP's exciting and ambitious A Force on the Move projects. They will contribute to the modernisation and transformation of the Force, making it more efficient and effective, whilst protecting its operational capability. They will align projects with the programme objectives, construct detailed work plans and roadmaps, manage projects teams, bid for investment and request proposal approval, achieve milestones, and communicate the results across a diverse stakeholder audience.</p> <p>The postholder will keep their project(s) on schedule and within scope and budget, providing expert project management and enabling the delivery of the portfolio to time, cost and benefit. The project manager will follow the BTP in-house ENTERPRISE change framework and promote this as the corporate approach to implementing BTP's transformation portfolio.</p>	
C Dimensions of the Post	
<p>Financial – Direct or Non-Direct</p> <ul style="list-style-type: none"> • Project Managers will have responsibility for managing significant project capital and revenue budgets, ensuring these are accurately forecast and spent within the requisite financial year. They will ensure effective financial management and control and liaise with finance to determine spend profiles and manage risk. • Project Managers will be responsible for completing investment bids and business cases for their projects, ensuring realistic funding is provided for all goods and services. • The Project Manager will also be responsible for monitoring the realisation of financial and non-financial benefits. <p>Staff Responsibilities – Direct or Non-Direct</p> <ul style="list-style-type: none"> • Depending on the project, Project Managers may have direct or non-direct responsibility for project support officers, business analysts, technical experts and/or other temporary resources. • Project Managers will have non-direct responsibility for resources that need to deliver key enablers and/or dependencies of their project. <p>Any other data</p> <p>British Transport Police has a new strategic vision and values. The A Force on the Move transformation portfolio will support the achievement of this vision and 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>	

Project Managers are required to provide the following as part of their adherence to project governance and to ensure the delivery of the portfolio:

- Regular highlight reporting to Project/Programme Boards and the corporate PMO as required.
- Production of business cases including investment appraisals.
- Production of commercial strategies and other relevant documentation to support the approval of any commercial spend.
- Financial forecasting and monitoring, exception reporting and analysis of risks and issues.
- Regular analysis and revision of project documentation (incl. risk and issues logs, project plans and impact assessments), for auditing purposes and to ensure the ongoing viability and return on investment of the projects.

D Principal Accountabilities

- Lead the delivery of one or more projects as part of the Force on The Move portfolio of change.
- Provide direction and leadership to the project delivery team, taking responsibility for ensuring effective project delivery on time and within budget and work with the business change function to maximise benefits realization and any return on investment.
- Follow the BTP project management and change management methodologies as outlined by the PMO and adhere to all project and commercial governance processes, taking the project through all stages of the project lifecycle - Roadmapping, Mobilisation, Quotes & Tendering, Business Case, Delivery, BAU Handover and Post-Implementation Review.
- Deputise for the programme manager where needed, with authority to make delegated decisions, and be the key contact for the programme stakeholders.

As part of their role in leading the project the project manager will:

- Lead project mobilisation, establishing the purpose of the project and the problem being solved, working through the feasibility of the project, establishing and bidding for the required budget and resources. They will plan the project setting goals and objectives, defining roles and producing schedules and timelines.
- Lead the drafting of investment bids and business cases, presenting these to the relevant decision making boards.
- Monitor project delivery in order to track the progress of the project, identify, manage and control risks, track and manage costs and benefits, providing regular updates and ensuring all outputs meet project requirements. Make relevant project interventions and escalate items where needed, making recommendations for mitigation.
- Manage project governance and reporting, delegating activities to project team members where appropriate and ensuring that project documentation is up to date and provides the relevant information for the programme manager, SRO and PMO to carry out their roles.
- Lead organisational 'co-design' activities relevant to the project, working with the Transformation Portfolio Team to access specialist organisational design and business change support and materials.
- Manage the co-ordination of the project and its interdependencies within the broader portfolio. Regularly scope the project environment and work collaboratively with other project managers within the programme and across the portfolio to ensure coordinated and seamless delivery.
- Communicate and engage with project stakeholders, developing and maintaining key relationships and working in partnership to resolve problems to benefit operational policing and BTP.
- Lead the handover of project outputs to BAU, ensuring that closedown of the project leaves the organization with a lasting solution whose benefits can then be fully realized as part of normal business.

- Engage in evaluating the successes and challenges of the project to enhance personal and organisational learning.

E Decision Making

- Makes day-to-day decisions in regard to the delivery of the project on time and within budget, this includes problem solving decisions, delivery decisions and the prioritisation of work / activities etc.
- Makes the decision on when to escalate issues, risks, threats etc and provides recommendations for the programme manager and/or SRO on how to keep the project on track.
- Makes specific recommendations for investment in their project as part of the annual investment process and the business case approval process, providing a strong case for change and a breakdown of the benefits of their proposals.
- Make specific recommendations and have a significant say in decisions affecting project outcomes taken at Project Boards and by Portfolio Change and Investment Board members concerning projects.
- The postholder will be critical in influencing and setting personal and project targets and objectives, to achieve the best outcomes for the organisation and their own professional development.

F Contact with Others

- The work of the post holder involves liaison with senior personnel at a local and national level, local management team and employees at all levels. They will need to champion the project they are leading and work with local management to ensure that BAU needs are represented across the design and delivery.
- Extensive liaison with Chief Officers, Heads of Department, Programme and Project Managers, Police officers and staff through formal programme and project boards, engagement workshops and feedback sessions, and in one-to-one engagement sessions as needed.
- The post holder will need to create working relationships with the PMO, business change and organisational design teams as well as BTP departments who will be critical in delivering project enablers and dependencies.
- The post holder will be expected to maintain their own professional contacts within BTP to support proactive horizon scanning and ensure high levels of engagement with the business change activity across the relevant Programmes.
- External organisations in terms of understanding best practice and bringing this into the BTP business change methodology or the work of the relevant projects.
- Home Office and Scottish Police Forces; Railway Businesses (TOCs, Network Rail, Freight Operating Companies, TfL, etc); Suppliers & Contractors.

G REQUIREMENTS

Qualifications and Training:

- Educated to degree level (architecture, surveying, engineering facilities management, estates, construction, etc) or equivalent work experience.
- APM Project Management Qualification or an alternative similar project / programme management qualification or relevant equivalent work experience.

Experience:

- Project management experience, whether in the capacity of a full-time project manager or through the delivery of projects as part of their day-to-day role.
- Experience of working on complex projects.
- Experience of collecting and analysing information and data, include employee opinions, to form recommendations to improve efficiency and effectiveness.
- Experience of drafting reports, business cases and/or proposals for change.
- Experience of influencing, negotiating with, and providing challenge to management-level stakeholders.
- Experience of working with a standardised project methodology and promoting this across an organisation.
- Experience of working in a large and complex organization.
- Experience of contributing to a collaborative team culture and an environment of continuous learning.
- Commercial awareness of tendering, contract negotiation; and supplier management.

Skills:

- Excellent organisation skills, with the ability to plan the use of people and resources to meet deadlines and deliver benefits / results.
- Strong interpersonal skills, with the ability to motivate and lead a project team which will often have members who you do not line manage.
- Excellent written communication skills, with the ability to draft quality reports and business cases.
- Excellent verbal communication skills, with the ability to persuade and influence others and to manage expectations.
- A resilient self-starter with the ability to use initiative to deal with changing demands and make decisions under pressure.
- Ability to apply experience and knowledge of project management disciplines to clearly define problems and resolve them.
- Good analytical skills with the ability to monitor and control budgets and use analytical techniques to make robust proposals and decisions concerning project interventions.
- Ability to form working relationships with individuals at all levels of the organisation.
- Ability to work little supervision, setting own priorities based on personal and team objectives

Knowledge:

- Working knowledge of project management sub-disciplines, including: project financial management, risk management, benefits management, resource planning, business change and business case preparation.
- Some technical knowledge related to specific projects may also be required, this will be outlined in job adverts and candidate packs. Where a project manager does not have this, they need to be willing to attain it.

Desirable criteria:

- Professional and/or graduate qualifications in business or change management.
- Business analysis; Organisational (re)design; Business process reengineering; financial forecasting and monitoring;
- Knowledge of public sector, especially police transformation and/or the rail transport industry would be an advantage.

H Additional Information

You will be an innovative and self-motivated person, who is dedicated to designing and delivering improvement projects that will make BTP more efficient and effective. You will have a strong service oriented, can do attitude with the ability to break activities into clear distinct sections and plans.

You will be a strong persuasive communicator, with excellent interpersonal skills, you can communicate in a clear manner and you are able to flex your style so that it is appropriate to the audience. You will be able and willing to challenge at any level in an appropriate manner. You will be resilient and able to remain calm under pressure or in changing circumstances.

This role is suitable for blended working and the post holder can be based throughout England, Scotland or Wales. BTP is a national Force and on occasions the role may require travel to meet with stakeholders, employers, management, and suppliers as needed, although every attempt is made to keep this to a minimum.

For Panel to complete only:

Line Manager Approval: Naweed Mazhar (Deputy Director of Estates)

Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)

Date: Click or tap to enter a date.

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

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