

## Job Description

<b>A Post Details</b>	
Job Title: <b>Project Manager Drones</b>	Grade: <b>B003</b>
Department: <b>Transformation</b>	Division: <b>A</b>
Reports to: <b>Head of Drones Programme</b>	Contract Type: <b>Permanent</b>
Level of Vetting: <b>Baseline</b>	Numbers in Post: <b>1</b>
<b>B Purpose of the Post</b>	
<p>The purpose of this post is to lead the successful planning, delivery and governance of projects that contribute to organisational priorities within the Force transformation portfolio. The postholder will manage the full project lifecycle - defining scope, coordinating resources, controlling budgets, assessing risks and ensuring delivery to agreed time, cost and benefit outcomes. The role will ensure that change initiatives are well-structured, stakeholder needs are understood, and the project delivers measurable benefits. Working collaboratively across departments, the postholder will champion best-practice project management and support continuous improvement across the portfolio.</p>	
<b>C Dimensions of the Post</b>	
<p><b>Financial – Direct or Non-Direct</b>            Project Managers will have shared responsibility for delivering successful project outcomes. Depending on the project, Project Managers will be responsible for monitoring individual project revenue and capital budgets and the business reporting cycle. They will also be responsible for monitoring the realisation of financial and non-financial benefits.</p> <p>Ensure effective financial management and control. Liaise with finance to determine spend profiles and manage risk.</p> <p><b>Staff Responsibilities – Direct or Non-Direct</b>            Depending on the project, project managers may have direct or non-direct responsibility for project support officers, business analysts or other temporary staff.</p> <p><b>Any Other Statistical Data</b>            Regular Management Information to Programme Board and corporate PMO as required. Production of business cases including investment appraisal. Financial forecasting and monitoring,, exception reporting and analysis of risks and issues. Regular analysis of project documentation including risk and issue logs, plans, etc for audit purposes.</p>	
<b>D Principal Accountabilities</b>	
<p><b>Champion and implement effective project delivery, supporting the delivery of BTPs portfolio.</b></p> <ul style="list-style-type: none"> <li>- Support communication and engagement with project stakeholders, developing and maintaining key relationships and working in partnership to resolve problems to benefit operational policing and BTP.</li> <li>- Work with the design and business change leads to ensure consistency of project delivery approach.</li> <li>- Provide direction and leadership for the project delivery team in scope of the role.</li> </ul>	

- Support the building and sustaining of capacity and capability within the project team to deliver the programme.
- Deliver project outcomes and benefits.
- Support co-ordination of the project / workstream and its interdependencies, working closely with the project managers for the other projects within the programme.
- Support identifying, managing and resolving risks, tracking and managing costs and benefits, providing reports as required, and ensuring all outputs meet project requirements.
- Deputise for the programme manager where needed, with authority to make delegated decisions, and be the key contact for the project for stakeholders.
- Lead projects or project workstreams as required, managing the delivery of key outputs, managing and resolving risks and providing progress updates to the project manager as required.
- Manage stakeholder communications and key messages for the project / workstream.
- Maintain project / workstream plans and associated risks.
- Make project interventions to ensure that projects remain on track and to budget.
- Responsible for Project Initiation, End of Project Reviews, Post Implementation Reviews.

## E Decision Making

### Make decisions

Makes day-to-day decisions on problem solving priorities etc.

### Significant say in decisions

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.

## F Contact with Others

### Internal

Extensive liaison with Senior Responsible Owners (SROs), Chief Officers, Heads of Departments, officers and staff.

### External

Home Office and Scottish Police Forces; Railway Businesses (TOCs, Network Rail, Freight Operating Companies, TfL, etc); Suppliers & Contractors.

## G REQUIREMENTS

### Qualifications and Training:

Professional qualification in:

- Project management e.g. **APM PMQ** or PRINCE 2 or willingness to work towards it.

### Experience:

- Experience of working in a large and complex organization
- Experience of working on complex projects.
- Experience of contributing to a collaborative culture team culture and an environment of continuous learning.

**Skills:**

- Ability to manage project capital and revenue budgets, providing accurate forecasting and financial management within financial years.
- Ability to undertake commercial processes (quotes, tenders) to engage third party suppliers in project delivery; supported by in-house Commercial leads.
- Ability to apply experience and knowledge of project management disciplines to clearly define problems and resolve them.
- Ability to use analytical techniques in the decision- making process to make robust proposals concerning project interventions.
- Ability to persuade and influence others to promote the use of project management disciplines.
- Ability to form working relationships with individuals at all levels of the organisation.

**Knowledge:**

Knowledge of project management disciplines, including: Project Definition and Planning, Financial Management, Risk, Issue and Dependency management; Benefits Management; Business Change; Business Case preparation, and Resource Management.

**Desirable criteria:**

**Qualifications and Training:**

Professional and/or graduate qualifications in business or change management, is desirable

Experience: Experience of influencing, negotiating with, and providing challenge to management-level stakeholders. Experience working on innovation projects would be beneficial.

Skills: Ability to work little supervision, setting own priorities based on personal and team objectives.

Knowledge: Business analysis; Organisational (re)design; Business process reengineering; contract negotiation; and supplier management. Knowledge of public sector, especially police transformation and/or the rail transport industry would be an advantage. Knowledge or experience relating to drones would also be an advantage.

**H Additional Information**

Travel may be required to engage with suppliers / manufacturers and visit sites across the rail network.

The project has established a DIAB (Drone in a Box) capability at key rail trespass / disruption hotspots. Programme funding has now been secured for expansion and operational scale-up potentially to include other capabilities from FY 26/27. This scale-up requires an innovative approach to delivery working with key stakeholders internally and externally.



**For Panel to complete only:**

**Line Manager Approval:**

**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