

## Job Description

<b>A Post Details</b>	
Job Title: <b>Project Manager</b>	Grade: <b>B003</b>
Department: <b>Transformation</b>	Division: <b>A</b>
Reports to: <b>Senior PM, Programme Manager or Programme Lead</b>	Contract Type: <b>Permanent</b>
Level of Vetting: <b>Recruit Vetting</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.</p> <p>The postholder will manage the full project lifecycle - defining scope, developing business cases, 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.</p> <p>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></p> <p>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></p> <p>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></p> <p>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>- Lead end-to-end project delivery, ensuring projects are planned, executed, and closed in line with organisational objectives, agreed scope, timelines, and budgets.</li> <li>- Develop and maintain comprehensive project plans, highlight reports, budget registers, risk logs, and communication plans.</li> </ul>	

- Co-ordinate and manage cross-functional teams, ensuring clear roles, expectations, and effective collaboration across stakeholders.
- Monitor project progress and performance, identifying variances, resolving issues, and proactively managing risks and dependencies. Operate an effective Project Board.
- Engage and communicate with stakeholders at all levels, providing timely updates, facilitating decision-making, and ensuring alignment throughout the project lifecycle.
- Manage project budgets and financial controls, tracking costs, forecasting expenditure, and ensuring value for money.
- Undertake commercial processes to engage third party suppliers and manage providers throughout the project lifecycle, ensuring fulfilment of all contractual deliverables.
- Ensure project governance compliance, preparing documentation, managing records and seeking approvals as required.
- Drive continuous improvement, capturing lessons learned and promoting best practices across the portfolio.

## 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:

- Demonstrable experience in leading end-to-end project delivery, ideally within a structured PMO or governance environment.
- Experience coordinating multi-disciplinary teams, contractors, or third-party suppliers.
- Experience producing key project artefacts, such as business cases, RAID logs, delivery plans, and cost forecasts.
- Experience working with senior stakeholders, Programme Boards, and organisation-wide governance boards.
- Exposure to change management activities, including communications, training, and stakeholder readiness.

**Skills:**

- Ability to develop business cases for new projects and present these for approval at relevant committees.
- 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:**

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.  
 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.

**H Additional Information**

**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