

Job description

Title: Senior Project Manager

Reports to: Delivery Manager

Location: Birmingham, Canary Wharf, Cardiff, Croydon, Sale or Wakefield

Grade: 13

Salary: £46,335 plus London weighting £4,731 per annum if based in Canary or Croydon

Contract: Permanent

Purpose

As a Senior Project Manager, you will be welcomed into a dynamic and inclusive Delivery Unit team working within our Business Development function which is part of our new Transformation Directorate. We operate nationally and are responsible for delivering the IOPC's Transformation Programme. The function will ensure the integrity of the strategy is maintained through the delivery of projects and programmes and put in place effective governance to provide assurance to the Director General and Unitary Board.

The IOPC is on a journey to develop its culture, perspectives and ethos to support the organisation's core outcomes and this is your opportunity to enter into the varied world of IOPC Business Development, allowing you to develop your mindset and approaches to contribute to improving the police complaints system in England and Wales.

The Senior Project Manager will be crucial to the successful delivery of the one plan. They will be responsible for the successful planning, design, execution, monitoring, controlling and closure of projects and programmes. Senior Project Managers will work across a range of disciplines and provide project leadership and control in partnership with SROs and business leads in each of these areas.

Organisational context



We work in the context of our agreed values which inform the way we do things at the IOPC. The Senior Project Manager will need to be committed to managing in the context of these values.



Seeking truth

We feel privileged to be the custodians of the police complaints system. We value the trust of the public and police and commit to being just and fair in uncovering the truth. We recognise that a just outcome relies on being unbiased and transparent in getting to the truth of what happened.



Being inclusive

We have an inclusive culture. We are fair and impartial in our treatment of all individuals. We work across boundaries, both internal and external, collaborating and building strong relationships.



Empowering people

We believe everyone should be a leader and play a part in shaping the direction of the organisation. We provide a supportive and challenging environment where people can thrive and reach their potential. We trust our people to do the right things. We encourage calculated risk taking and evidence-based decision making. Where genuine mistakes are made, we will support people and identify opportunities for learning and improvement. We ensure that people can make complaints without experiencing unfair treatment.



Being tenacious

Our work requires us to be bold, resilient and committed to making a difference to the public. We take our duties as public servants to heart and our dedication is reflected in our work. We meet the challenges with perseverance to attain individual and organisational goals.



Making a difference

The value of our work is not defined solely by volume, but by the impact our work has on policing and public confidence. We define quality by how well our work meets the service user needs. We will focus our efforts on areas that will make a difference to our communities.

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services, demonstrating this ethos in everything that we do.

- As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
- We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five **calls to action** for leaders and organisations across all sectors.
- Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
- Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to **Operation Hotton**, to **Welsh Language Standards** and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.



Main duties and responsibilities

- Leading and supervising a small team to plan, cost, deliver and evaluate projects
- Working closely with project teams to ensure that projects are planned and implemented effectively and in line with organisational requirements and controls
- Providing advice and guidance to business leads, SROs and other colleagues throughout the life of the project
- Managing plans to ensure all necessary preparation and execution of tasks and dependencies are included. Ongoing management of those plans to achieve the delivery goals and work with key stakeholder to manage the delivery of all aspects of the project.
- Ensuring that required project documentation such as Project Initiation Documents, risk and issue logs and reports are in place, accurate and up-to-date
- Working with the Project Management Office (PMO) to ensure that it maintains an integrated view of progress, risks, issues etc.
- Ensuring effective delivery to plan and expectation, managing dependencies and risks and making appropriate decisions to minimise implications of issues and unexpected challenges

- Contributing to Project and Programme Boards, providing papers or other input as required
- Contributing to other outputs as required

Person specification

Essential

- At least 2 years experience of leading projects / programmes and experience of working within complex projects/ programmes
- Experience of using formal project management methodology, such as MSP, Prince 2 or Agile, and ability to select appropriate methods to ensure requisite control
- The ability to create and manage project plans and reporting products
- Good planning and organisational skills strong leadership; people and communications skills possess strong analytical skills with a proven ability to persuade and influence senior decision making
- Evidence of working in environments with multiple priorities and uncertainty
- Building effective working relationships with multiple stakeholders
- Working knowledge of relevant software including Excel and Microsoft Project

Desirable

- Willingness to develop and promote improvements to best practice
- Keen interest in current developments in project management
- A recognised Project Management qualification at practitioner level i.e. APM Project Management Qualification, PRINCE2 practitioner or equivalent.

Reasonable adjustments

The IOPC is a diverse and inclusive workplace and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email humanresources@policeconduct.gov.uk

Working conditions

Making the IOPC a great place to work is one of our key priorities. We are pleased to offer a unique hybrid working model based on business needs, balanced with the needs of our colleagues. Our business need framework guides our decisions about when it is best to work onsite (in our offices or other appropriate locations) to complete tasks most effectively or when to work remotely, offering colleagues flexibility to work where they feel most productive and supporting work-life balance. The model also encourages staff to feel welcome at the IOPC by ensuring we have opportunities to work face-to-face as teams.

Preparation checklist

- Review the full job description
- Review the behaviours and the descriptors for each behaviour
- Review the Strengths dictionary
- Review the IOPC values
- Consider your Strengths (if applicable)
- Consider drafting example answers that cover the specific elements
- Prepare some questions to ask the interviewers