



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: Nigel Johnston

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Strategic Project Delivery Lead
Generic Role Profile:	Business Support
Salary Band:	Grade 11
Operational / Non Operational Role	Non-operational
Vetting Level:	Management Vetting
Reporting to:	Head of Corporate Change
Specific Role Purpose:	As a member of the Senior Leadership Team (SLT) the role holder will provide strategic support to the Head of Change, deputising when required, extending leadership capacity across delivery, capability, and future planning while retaining a responsibility for the delivery of complex and high-impact projects. The role holder will lead the organisation's Project Delivery function and provide senior oversight of the change portfolio, ensuring high-quality, consistent delivery aligned to organisational strategic priorities to drive sustainable business change and successful adoption of benefits and/or desired outcomes. The role holder will be responsible for driving the culture and environment within the department in line with our vision and mission as well as line management and the professional development of the function.
Key Responsibilities:	The role holder will provide leadership and support across Corporate Change, deputising for the Head of Corporate Change when required, they will be proactive in identifying new approaches and insights to support the strategic direction of the department. Portfolio Oversight & Assurance • Oversight and awareness of organisational change to drive sustainable benefits and outcomes, working closely with the Portfolio Management Office (PMO) to ensure robust governance, controls, and reporting. • Maintain a clear, accurate view of the organisation's change portfolio, including priorities, dependencies, risks, and capacity. • Work with the PMO to ensure effective resource planning, allocation, and utilisation. • Provide insight, assurance, and constructive challenge on delivery confidence and performance. • Identify and intervene early in at-risk projects or activities. • Engage and manage stakeholders across all levels within the organisation to support portfolio delivery.

	Project Delivery (Professional Practice) • Direct accountability for the delivery of projects and activities, applying expert knowledge of best practice project management methodologies. • Ensure a strong focus on benefits realisation and measurable outcomes. Standards and Performance • Define, embed, and continuously improve project delivery frameworks, standards, and tools. • Act as the organisation's senior lead for project management practice. • Responsibility for professional performance across the Project Delivery function. • Ensure delivery approaches are consistent, scalable, and proportionate to support the commissioning and delivery of organisational change. • Maintain professional credibility through continued development and application of best practice. Professional Development and Line Management • Direct line management of the Senior Project Managers (SPMs). • Leadership and development of the Project Delivery function. • Maintain an up-to-date knowledge of professional best practice to support the identification of capability and capacity gaps. • Build organisational capability through coaching, mentoring, and structured professional development. Stakeholder Engagement & Influence • Build strong relationships with both internal stakeholders and external partners to support the translation of strategic direction into operational delivery. • Support a continuous improvement culture through knowledge transfer and sharing best practice. • Influence prioritisation, resource allocation, and delivery approaches. • Provide confident, constructive challenge at senior levels Departmental Responsibilities • Support the design and delivery of the departments People Strategy. • Deliver departmental communication and engagement activity, e.g. Governance Boards, Away Days. • Work in close partnership across functional areas to support the development and delivery of change activity through. ○ Resolving cross-functional challenges and barriers to delivery. ○ Promoting a joined-up, system-wide approach to change. ○ Leading and/or support innovation and continuous improvement. ○ Horizon scanning and emerging trends. ○ Environmental scanning and organisational insight. ○ Strategic planning and prioritisation.
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE

Knowledge & Experience

This section should detail the requirement of previous experiences and knowledge gained from academic

<i>qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>	
Essential:	• Educated to degree level or have substantial experience (min 5 years) in a relevant field and a recognised qualification (e.g. PRINCE2) • Able to demonstrate a fundamental knowledge and application of Portfolio and Project Management approaches and methodologies. • Knowledge and application of benefits management and realisation. • Knowledge and understanding of change approaches and methodologies. • Strong leadership and people management skills with the ability to build effective, collaborative relationships across all stakeholders • Ability to operate across functional and organisational boundaries to support strategic, tactical and operational thinking. • Excellent communication and influencing skills. • Strong analytical (qualitative and quantitative) and problem-solving capability to support creative thinking and innovation.
Desirable:	• Experience across PMO, Business Change, and Business Analysis and Architecture environments • Experience of large-scale transformation • Experience of coaching and mentoring.
Skills <i>This section should detail the competency requirement which could be developed through non formal training. e.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to skills database for core operational skills</i>	
Essential:	• Able to take ownership and responsibility for own work underpinned with excellent organisational, planning and problem-solving skills. • Able to work effectively as part of a team and deliver results in a highly pressured environment. • Acts in a collaborative way that engages with people at all levels. • Comfortable managing complexity and ambiguity. • Excellent communications skills both verbal and written. • Goal orientated, achieves outcomes for customers – is customer and outcome focussed. Uses initiative, is innovative and delivers change. • Ability to assimilate complex data and information with a high degree of accuracy and attention to detail. • A self-motivated approach to professional and personal development. • Able to prioritise and manage own workload.
Desirable:	• Experience of managing projects in a policing/public sector environment • Experience of managing multi-disciplined teams, operating in a matrix management environment
Hours of Work and Flexibility:	The role holder will be contracted to work 36.5 hours per week but will need to be flexible to meet the demands of the post and may have to work outside normal core hours.
Agile Work Style: (if applicable)	Roles is assessed under the Force Agile Working Policy with a current ratio of office based to agile working of 60:40.
Restriction level:	