Security Programme Manager

Salary range: £41,649 - £51,144 per annum
Full Time
Fixed Term Contract of 24 months
Location: Holyrood

Preferred start date: February 2018
Closing date: 5pm, 21 January 2018

About the Post

The Scottish Parliament exists to debate, decide and legislate on issues of importance to the people of Scotland. It holds the Scottish Government to account and is answerable to the people of Scotland. The Security Office is responsible for providing a safe and secure environment for all who access the Parliamentary estate and external venues where Parliamentary business is being held. The Office is also responsible for the protection of property and equipment within the building and provides a messenger service in Chamber and Committees. In addition the Office also provides a source of support and advice to Members and their staff in local offices. The Security Office operates over 24-hours a day, 365 days a year, and is part of the emergency response team within the Parliament's business continuity framework.

The Security Maturity Programme has been developed to ensure that the Parliament’s Security Office continues to safeguard those who work in and visit the building whilst ensuring that the Parliament remains accessible and welcoming to all who visit and engage with it. The programme will include projects associated with physical and personnel security as well as reviewing the structure of the Security Office and how it delivers its services.

Duties

Reporting to the Head of Security, you need to be experienced in managing programmes or a number of complex projects, as well as having financial and supplier management experience. You will have excellent stakeholder engagement skills, demonstrating an ability to engage with a wide and diverse range of internal and external stakeholders. You will have the leadership capability to structure and manage the Security Maturity Programme and to demonstrably quantify and deliver its benefits.
Your responsibilities will include:

- defining and implementing the governance arrangements for the programme;
- establishing effective quality assurance to ensure the overall integrity and continuing validity of the programme;
- designing, monitoring and keeping under review the programme business case. Monitoring the predicted and realised benefits to ensure these are kept in line with the business case, taking full responsibility for budgeting, estimating, planning and objective-setting within the programme team;
- monitoring the programme’s progress, resolving issues and initiating appropriate corrective action where required, reporting regularly against agreed milestones to the Senior Responsible Officer (SRO), Head of Security, Programme Board and any other governance boards as required;
- managing the programme’s budget on behalf of the SRO, monitoring expenditure and costs of the projects within the programme against delivered and realised benefits as the programme progresses;
- ensuring new products or services from projects within the programme are delivered to the appropriate level of quality, on time and within budget, in accordance with the programme plan and governance arrangements;
- ensuring there are relevant resources and skills within the programme’s individual projects, highlighting areas of concern and making recommendations to the SRO and/or Programme Board to address these issues;
- managing any third-party contributions to the programme, especially those from security partners or external contractors;
- co-ordinating and/or leading programme communications to all stakeholder groups;
- managing both the interdependencies and the interfaces between the range of projects included in the programme and the various programme phases;
- managing the risks and issues that may impact on the successful outcome of the programme;
- being the point of contact for escalated project risks and issues, and helping to resolve these effectively;
- managing and developing the programme team and provide coaching advice to project managers;
- holding regular one-to-ones with the project managers to discuss, agree and validate any information they wish to include in their highlight reports prior to admission to the Programme Board;
- working with each project manager to advise on the transition for each project stage into ‘acceptance into service’ and the new ‘business as usual’ position;
• initiating any additional activities or other management interventions where
gaps or issues in individual projects or the overall programme are identified;
• managing reviews and project acceptance processes with the SRO,
Programme Board and project teams to provide independent assurance of
project delivery quality, risk management and go-live readiness;
• building and sustaining a strong customer focus within the project teams and
developing excellent working relationships across the organisation; and
• influencing senior level colleagues and project teams through change
management activities, ensuring robust change control systems are in place
and complied with.

Skills, Knowledge and Experience Required

You will be educated to degree level, be a member of an appropriate professional
association or hold a relevant professional qualification such as PRINCE2, MSP or
equivalent. At least three years’ previous experience of managing a complex
programme of projects to a successful outcome is also required. Experience of, or
an interest in, the security field would be desirable as would experience of
working on security-related projects or programmes.

You must be able to provide evidence to demonstrate the following:

1. Programme Management
   • A thorough understanding, coupled with practical experience, of the
techniques required for planning, monitoring and controlling a complex
programme.
   • Demonstrable experience of requirements gathering and prioritisation
techniques, with the ability to scope a programme and individual projects
from the requirements.
   • Proven ability to prepare a sound business case, undertake cost and
options approval development and have strong approvals skills.
   • Demonstrable experience of benefits mapping against outcomes and
reporting on benefits realisation.

2. Project Management
   • A strong understanding of the project delivery lifecycle.
   • An understanding and practical experience of change management.
   • Demonstrable organisational, planning, scheduling and reporting skills.

3. Problem solving and decision making
   • The ability to evaluate complex and ambiguous information, coupled with
the experience of developing a coherent plan of action using strong
analytical planning and organisational skills.
   • The ability to quickly understand an organisation’s structure and culture to
ensure that any action plans developed are appropriate and fit-for-purpose.
   • Experience of developing improvement plans for processes and tools.
   • Excellent risk management reporting and awareness.
4. Resource Management

- Experience of managing a budget effectively, tracking expenditure and committed spend through formal budgeting processes.
- Evidence of supporting project managers in defining business cases and justifying investment decisions.
- Experience of directly managing a member of staff, including supporting their professional development and career planning as well as dealing with any emerging issues using relevant management interventions.
- Experience of developing and coaching colleagues within a matrix management structure.

5. Leadership

- Experience of positively leading project teams to work together to successfully deliver the programme goals.
- Enthusiastic self-starter with the ability to motivate and engender collaborative working across project teams.
- Understanding of the sensitivities of working in a political environment.

6. Communication and interpersonal skills

- Ability to convey complex programme or project management information to a wide audience of stakeholders.
- Ability to challenge views or opinions in a constructive way.
- Strong influencing skills.
- Constructive approach to conflict resolution and management of expectations.

How to apply

To apply, please complete the application form showing how you've demonstrated the skills and experience above and return to jobs@parliament.scot by 5pm on 21 January 2018. The next stage will be an interview and assessment, and you will be asked to provide evidence of the skills, knowledge and experience above.

Other Information

Hours

The way the Parliament works means that different groups of staff work varying hours and patterns. You may have to work longer hours when Parliament is sitting and reduced hours during recess periods. For this reason we have very progressive flexible working hours (FWH) arrangements. You will be required to work within these arrangements.

Notwithstanding your individual working pattern, if you are employed on a full time basis, you will be contracted to work 1,623.6 hours per year. This is the equivalent to a 37 hour week, excluding breaks, annual leave and public and privilege holidays. If
you work on a part-time basis, you will be required to work the number of hours specified in your appointment letter.

Bandwidths are the hours within which staff may work and accrue time under the FWH arrangements. The bandwidth is from 7:00am to 8:00pm for all work areas.

**Annual Leave**

Your annual leave allowance will be 30 days. Our annual leave year runs from 1 September to 31 August. If you take up your appointment during the course of the leave year, your annual leave allowance will be proportional.

In addition, you will also receive 11.5 days public and privilege holidays. They are normally taken at fixed times of the year. If you are required to work on a public or privilege holiday overtime arrangements will apply.

If you work on a part-time basis, your annual leave and public and privilege holiday entitlement will be pro-rated.

As with working hours, there may be restrictions on annual leave when Parliament is sitting. In any event you may not take annual leave unless it has been agreed, normally in advance, with your line manager.

**Pension**

Unless you choose otherwise we offer the opportunity to join the Civil Service pension arrangements, which include a valuable range of benefits. We will make substantial employer contributions (20.9%) towards your Civil Service pension. More information can be found on the Civil Service Pensions website at [www.civilservice.gov.uk/pensions](http://www.civilservice.gov.uk/pensions)

**Age**

The SPCB does not operate a retirement age policy. This means that there is no upper age limit beyond which you would be automatically retired and you are free to continue in employment for as long as you wish subject to the normal rules concerning Performance, Attendance and Conduct.

**Travelling and Other Expenses**

We pay travelling and other expenses if you incur them whilst on official duty. However, we will not reimburse the cost of normal daily travel between home and office.

Unless we have stated otherwise in the advert, we do not reimburse travel or other expenses you incur in attending an interview or assessment with us. We are happy to explore alternative arrangements if this causes you difficulty.
Probation

You will be on probation for six months. Confirmation of your appointment is dependent on the satisfactory completion of this probation period, taking into account your job performance, conduct and attendance.

Outside and Political Activities

As an employee of the SPCB, you may not take part in any activity that would in any way conflict with the interests of the Parliament or be inconsistent with your duties and responsibilities.

You may not take part in national political activities, although you may seek permission to take part in local political activities. If permission is granted, it will be subject to the observance of general rules relating to possible conflicts between your official responsibilities and your political activities.

Health and Safety

The SPCB is committed to promoting health and safety as a priority issue. Its aim is to take appropriate and reasonable steps to ensure that it conducts its business in such a way that employees and other people who may be affected by its work are not exposed to risks to their health and safety.

Data Protection

Under the terms of the Data Protection Act 1998, information provided by you will be processed and stored to provide management information for recruitment and equal opportunities monitoring purposes. We will also use this information to form the basis of your personnel record if you are successful for the job. Otherwise we will not retain this information for any longer than it is needed and we would normally dispose of paper records after 6 months. You will have the right of access to any information held about you.

Referees

Please do not send references or testimonials with your form. If you are successful, we will approach previous and/or current employers for a reference. We can only make a formal offer of employment once we have received these references. If you have no employment history we may approach any school, college or university you have attended.

Health Assessment and Security Clearance

If you are successful at interview you will be asked to complete a health assessment form. If necessary we may ask you to attend a medical assessment. Assessments are carried out by our occupational health supplier in the Parliament building. The reason why we carry out a health assessment is to make sure that the job you have applied for is suitable for you. It is also to find out if we need to carry out any adjustments to help you do the job.
Security clearance is required for this post. If you are successful we will ask you to complete a security questionnaire. This form will explain our security vetting policy. We can only make a formal offer of employment once the security clearance process is complete.

**Visa and Work Permits**

There are no nationality restrictions on who the SPCB employs. You must however check whether there are any restrictions on your stay or your freedom to take or change employment in the United Kingdom before you apply for a post. If you are successful at interview we will make a complete enquiry into your eligibility to work in the United Kingdom.

Please note that this document is provided for information only and does not form part of the SPCB’s terms and conditions of employment.

**Equal Opportunities**

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.