

 **JOB DESCRIPTION**  (Form HRJDES Jan 2021)

|  |  |
| --- | --- |
| **Job Title**  | Apprentice Project Support Officer Associate Project Manager (Level 4) |
| **Post Number**  |  |
| **Responsible To**  | Strategic Planning & Programme Manager |
| **Responsible For**  | N/A |
| **Grade** | Scale 1, Spinal Column Point 3, Salary £18,562 |
| **Hrs** | 36.25hpw  |
| **Location** | Service Development Department, Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH. |
| **Other terms and conditions** | National Joint Council for Local Government Services A flexi time scheme is in operation Ad Hoc Car User |
| **Special Requirements**  | The post holder will be required to attend college and complete any college associated activity to support the completion of the apprenticeship.The postholder will study towards the achievement of the Level 4 Associate Project Manager qualification.The ability to attend project meetings around the County of LancashireIt is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of LFRS.  |

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Valuing our people so they can focus on making Lancashire safer.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do.

‘**STRIVE’** reflects the Service’s on-going desire to make great effort to achieve our purpose of making Lancashire safer:

**Service:** Making Lancashire safer is the most important thing we do.

**Trust:** We trust the people we work with.

**Respect:** We respect each other.

**Integrity:** We do what we say we will do.

**Valued:** We actively listen to others.

**Empowered:** We contribute to decisions and improvements.

You can read our full [Integrated Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2018/04/Integrated-Risk-Management-Plan.pdf)

**Job Role**

The post holder will study towards achieving a Level 4 qualification as an Associate Project Manager. This apprenticeship agreement, lasting 24 months, covers all project management disciplines. Within the workplace, the postholder will support project development and delivery through tasks such as: arranging and facilitating project meetings, project co-ordination, capturing and assessing project risks, assisting project managers with project documentation, and developing project plans and schedules. These duties will assist in the development of the under-pinning knowledge required to demonstrate competency against the apprenticeship occupational standard.

The postholder will work within the Corporate Programme and Planning Team and will undertake a wide variety of programme and project management related tasks as part of a team within the wider Service Development Department.

**A typical day;**

A typical day might include attending a project meeting in the morning, where the Project Manager – a Head of Department, chairs a meeting about a new computer system they are planning on buying for their team. You will assist them by capturing minutes from the meeting, recording actions for members of the project team to complete ahead of the next meeting, and record any risks that are raised on to the project risk register. After the meeting you will type up and circulate the minutes, arrange the next project meeting in peoples MS Outlook diaries, and send round any documents that were discussed during the meeting.

In the afternoon, you might drive to a meeting with one of our Group Managers in East Lancashire who is heading up a project to buy new equipment for our fire engines, and needs some assistance in writing a business case to document the benefits of the project. They may also want some help drafting a project timeline and plan, which will you be able to help with using knowledge acquired during your apprenticeship and your abilities on a computer.

**Responsibilities**

* To provide support to individual Project Managers and Project Teams.
* To adhere to processes as defined in the LFRS Project Management Framework, and to provide advice and guidance on these processes.
* To ensure project plans are developed, monitored and progress against them is recorded.
* To ensure control mechanisms, such as risk registers and issue registers, are maintained and actions completed.
* To provide well-organised administrative support to projects, maintaining project management folders and file structures.
* To ensure appropriate meetings are organised, minuted and actions followed up.
* To attend project meetings throughout various venues across Lancashire.
* Assist in the management of project documentation, ensuring configuration management techniques are applied so as to ensure the quality of project documentation.
* Support the compilation of reports with updates on project progress for the Corporate Programme and Planning Team.
* To assist the Corporate Planning and Programme Team in the production of Strategic documents and assist in the Services Annual planning day.
* Maintain records for auditing purposes.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with LFRS Equality, Diversity and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues.

|  |
| --- |
| **Document Control**  |
| Final JD/ES Departmental Approved by: | Group Manager Corporate Programme  |
| Final JD/ES HR Approved by:  | HR Business Partner  |
| Date  | April 2021  |

**EMPLOYEE SPECIFICATION**

|  |
| --- |
| **Apprentice Project Support Officer** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| Educated to ‘A’ level standard or equivalent (minimum 96 UCAS points = CCC at A Level) | X |  | A, I |
| 5 GCSE passes at Grades A-C (including maths and English) or equivalent. | X |  | A, I |
| **Experience**  |  |  |  |
| Some experience in producing written content e.g. report | X |  | A, I |
| **Knowledge, Skills and Abilities**  |  |  |  |
| The ability to develop plans with targets | X |  | A, I |
| The ability to actively listen | X |  | A, I |
| Excellent verbal communication skills with an ability to develop relationships with people at all levels within the organisation | X |  | A, I |
| An interest in project management | X |  | A, I |
| The ability to pay attention to detail and produce, accurate, meticulous and detailed reports.  | X |  | A, I |
| The ability to work using own initiative and to be self-motivated | X |  | A, I |
| Skills and knowledge in the use of Microsoft Office  | X |  | A, I |
| The ability to work as part of a team | X |  | A, I |
| A methodical approach to work and the completion of tasks | X |  | A, I |
| The ability to apply knowledge of health and safety as it is applicable to the job role.  | X |  | A, I |
| A commitment to inclusion, equality and diversity.  | X |  | A, I |
| **Special Requirements of the Post**  |  |  |  |
| The post holder will be required to attend college and complete any college associated activity to support the completion of the apprenticeship. | X |  | I |
| The ability to attend project meetings around the County of Lancashire | X |  | I |
| The postholder will study towards the achievement of the Level 4 Associate Project Manager qualification. | X |  | I |
| It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of LFRS.  | X |  | A, I, V |

**KEY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |



**Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title**  | Project Support Officer (Apprentice) |
| **Responsible To**  | Strategic Planning & Programme Manager |
| **Grade** | Grade 1, Scp 3, Salary £18,562 |
| **Hrs** | 36.25hpw |
| **Location** | Service Development Department, Ground Floor, LFRS Service Headquarters, Fulwood PR2 3LH |
| **Car Parking**  | Free Car Parking Facilities are available at LFRS Service Headquarters. |
| **Pension** | Local Government Pension Scheme |
| **Annual Leave****Entitlement**Pro-rata for part-time employees | Green Book The annual leave year for business support staff runs from 01 April to 31 March.The scale of annual leave is as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
| Spinal Column Point | 0 – 5 years | 5 – 9 years | 10 years + |
|  |  |  |  |
| Up to 11 | 22 | 27 | 27 |
| 12-21 | 25 | 27 | 28 |
| 23-34 | 27 | 27 | 30 |
| 35 and above | 28 | 28 | 31 |

Plus bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at LFRS Service HQ are also required to take some additional annual leave to facilitate the Christmas closure.  |
| **Other Terms and Conditions**  | National Joint Council for Local Government Services.LFRS operates a flexi-time scheme.Adhoc Car User  |
| **Car****Categorisation** | Ad hoc Current category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.It is also a requirement that you provide, at your own expense, a suitable vehicle for use when required on official business journeys. If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “LFRS Ad Hoc Car User Scheme” The vehicle provided must be fit for purpose and meet the following requirements:* Valid MOT test certificate.
* Maintained in accordance with the manufacturers recommendations, kept in good condition and be fully road legal at all times
* Insured for you to drive on official business journeys
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business.
 |
| **Clearances** | Satisfactory referencesOccupational Health Assessment  |
| It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.To this end, LFRS will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentially. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed. |