

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

|  |  |
| --- | --- |
| **Job Title**  | Programme/Project Manager |
| **Post Number**  |  |
| **Responsible To**  | Group Manager, Corporate Programme and Intelligence |
| **Responsible For**  | Programme / Project Officer  |
| **Grade** | Scale 8, SCP 31-35, £34,728 - £38,890 |
| **Hrs** | 36.25hpw  |
| **Location** | Lancashire Fire and Rescue Service HeadquartersGarstang RoadFulwoodPrestonPR2 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**  | 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. On rare occasions or periods of major project activity, the post holder may be required to be flexible and may be asked to work a weekend for which the appropriate terms and conditions would apply. |

**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**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* 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, and our Service values ‘**STRIVE’** reflects the behaviours we expect from our staff.

**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.

The Service values are supported by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour.

**Putting our communities first** – we put the interest of the public, the community and service users first.

**Integrity** – we act with integrity including being open, honest and consistent in everything we do.

**Dignity and respect** - making decisions objectively based on evidence, without discrimination or bias.

**Leadership** – we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

**Equality, diversity, and inclusion (EDI)** – We continually recognise and promote the value of EDI both within the FRSs and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of FRSs.

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

**Job Role**

The Programme Manager or Project Leader overseas multiple projects for the organisation. Their primary duties include setting programme goals, tasks, and timelines, reviewing progress and adjusting as necessary. The postholder will have an integral role influencing policy development and planning within Lancashire Fire and Rescue Service (LFRS) in relation to the development of high-level strategy and delivery documents.

**Responsibilities**

* Manage and provide leadership to the Corporate Programme and Planning Team to ensure that team objectives are achieved.
* Managing and developing a method for monitoring the progress of LFRS Corporate Programme Board and improving efficiency.
* Managing resources and ensuring timely delivery of programmes
* Supervising and coordinating activities within the programme
* Preparing reports and updating the Executive Board, SMT, Departmental Heads and Project leads.
* Presenting reports to SMT and other Departmental meetings,
* Provide challenge and scrutiny in relation to the application of project management methodology ensuring the Services approach to managing the programme is adhered to,
* Maintain the programme risk register and programme issue log
* Proactively monitor the Corporate Programme by working alongside the core programme teams
* Highlighting risks and issues to Project Leads and providing advice on what action to take
* Attend relevant programme / project checkpoint meetings and take a record of the meting highlighting all risks/issues identified, decisions made, and actions taken.
* Analyse lessons learned from each programme/project within the Corporate Programme for onward consideration in future programmes/projects
* Identify and implement opportunities to improve the effectiveness and efficiency of Projects and the wider Corporate Programme Board.
* Keep up to date with external and internal factors influencing the Service e.g., duty to collaborate, legislative changes, committee meetings outcomes, etc., to ensure that all strategic documents are accurate in the public domain.
* Develop and deliver key strategic documents such as the Annual Service Plan, Annual Progress Report, Strategic Assessment of Risk, Community Risk Management Plan and any other such publications as required by the Service.
* Develop plans to produce Emergency Cover Reviews by leading the Corporate Programme and Planning Team and working with the wider Corporate Programme and Intelligence Team.
* Liaise with Regional Projects/Programmes to ensure that local governance meets the regional needs and to ensure that reporting mechanisms are effective between local and regional project and programme teams.
* Coordinate the effective, development, management, and delivery of projects throughout start up, planning and implementation.
* Coordinate the shaping of new projects arising from the Corporate Programme, ensuring they are in line with the Service’s policies, strategic aims, objectives, and priorities.
* Promote and demonstrate good Programme and Project Management practice across the Service.
* Support any apprentices within the Department liaising with training providers as appropriate.
* Build capacity throughout LFRS to support projects by developing other administrative staff placed in project support roles and maintaining a project support network through mentoring and development.
* Maintain specialist Project and Programme skills and expertise through personal development and through maintaining a professional network across other Fire and Rescue Services and other public sector organisations.
* Maintain the Strategic Planning Team “Road map” by maintaining a corporate memory of decisions made and documents published by LFRS.
* Assist with any other functions within the Service Development Department (SDD) as necessary.
* 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 the 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.
* Undertake such work as may be determined by the Chief Fire Officer from time to time, up to or on a level consistent with the principal responsibilities of the post.
* 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 Manger Corporate Planning  |
| Final JD/ES HR Approved by:  | Head of HR  |
| Date  | 10.09.2021 |

**EMPLOYEE SPECIFICATION**

|  |
| --- |
| **Programme Project Manager** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| Educated to ‘A’ level standard and / or equivalent | X |  | A, V |
| Degree or professional or academic qualification in Project and Programme Management (PRINCE2, MSP, P30)ORSignificant experience in undertaking a strategic policy development or programme management role | X |  | A, I, V |
| **Experience**  |  |  |  |
| Experience of working in a corporate policy function and of developing a range of strategic policy documents.ORConsiderable experience of working in the area of programme management being responsible for the development and monitoring of project plans in relation to a number of different projects | X |  | A, I |
| Experience of engagingly with a wide variety of stakeholders.  | X |  | A, I |
| **Knowledge, Skills and Abilities**  |  |  |  |
| The ability to develop clear written evidence based strategic policy documents, reports, and briefing notes | X |  | A, I |
| The ability to develop and monitor project plans and programmes, highlighting issues and risks | X |  | A, I |
| The ability to develop effective relationships at all levels of LFRS, work collaboratively with members of the leadership team and support other colleagues across the Service | X |  | A, I |
| The ability to provide excellent customer service, supporting departments in planning | X |  | I |
| The ability to research, analyse, interpret, and present data and complex information | X |  | A, I |
| The ability to prioritise and work independently  | X |  | A, I |
| Excellent ICT skills and knowledge of Microsoft Office products, including the ability to use Microsoft Project and Visio (full training will be provided)  | X |  | A, I |
| Excellent communications skills; written, verbal presentation and face to face at all levels of the organisation.  | X |  | A, I |
| Excellent organisational skills and the ability to meet deadlines | X |  | A, I |
| Good numeracy skills | X |  | A, I |
| Excellent attention to detail | X |  | I |
| The ability to apply knowledge of health and safety as it is applicable to the job role.  | X |  |  I |
| A commitment to inclusion, equality, and diversity.  | X |  |  I |
| **Special Requirements of the Post**  |  |  |  |
| On rare occasions or periods of major project activity the post holder will be required to be flexible and may be asked to work a weekend for which the appropriate terms and conditions would apply. | 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 as detailed in the terms and conditions of the post, see further details.  | X |  | A, V |

**KEY**

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



**Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title**  | Programme / Project Manager |
| **Responsible To**  | Group Manager Corporate Programme and Intelligence |
| **Grade** | Scale 8, SCP 31-35, £34,728 - £38,890 |
| **Hrs** | 36.25hpw  |
| **Location** | Service Development Department, LFRS Service Headquarters, Fulwood, Preston, 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.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.
 |
| **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.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. |