

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

|  |  |
| --- | --- |
| **Job Title**  | Programme and Planning Officer |
| **Post Number**  |  |
| **Responsible To**  | Programme / Planning Manager |
| **Responsible For**  | None  |
| **Grade** | Scale 6, SCP 18-25, £24,982 - £29,577  |
| **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.Where the person does not hold a project management qualification it is a requirement of the successful candidate that they undertake and achieve a recognised project management qualification, financially supported by LFRS within 18 months of being appointed. |

**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 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 [Integrated Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2018/04/Integrated-Risk-Management-Plan.pdf)

**Job Role**

The role of the postholder is to support the Strategic Policy, Planning and Programme Manager in the development of LFRS Strategic Policy, Plans and delivery of LFRS core programmes. The postholder will have an integral role influencing policy development and planning within the Lancashire Fire and Rescue Service (LFRS) in relation to the development of high level strategy and delivery documents.

**Responsibilities**

* Support the Stategic Policy, Planning and Programme Manager in the compilation of LFRS strategic policy documents and other corporate policy documentation, ensuring that strategies and policies are based on clear evidence which can be relied upon for strategic level decision making.
* Support Heads of Department in relation to the development of local Service Plans and the continued development of LFRS strategic policy and planning framework.
* Working with the Media and Communications Department be responsible for developing and delivering communication of LFRS strategic policy and planning development process including: Information bulletins, presentations, reports.
* Be responsible for commissioning and managing work packages in relation to the cyclic Emergency Cover Review (ECR) and other associated external and internal annual publications.
* Be responsible for research and analysis of data with regards to areas of known or new risk to the Service, and to annually compile and update the Strategic Assessment of Risk.
* Be responsible, with the Media and Communications Department, for the production of the Service’s Annual Service Plan and Annual Progress Reports.
* Work collaboratively with members of the Leadership Team to produce material for the LFRS Strategic Policy Framework including the Integrated Risk Management Plan (IRMP)
* Apply research and analytical knowledge to produce an accurate and detailed IRMP and to be responsible for the coordination of internal and external consultation in relation to the IRMP and any other strategic policies and plans.
* Be responsible for maintaining and monitoring county, regional and national policies which may have an impact upon the Service IRMP.
* Attend when required Lancashire Combined Fire Authority (CFA) and other meetings in relation to LFRS Strategic policy and planning process.
* Attend project meetings and provide general support run under LFRS Programme Boards by facilitating meetings, capturing issues, risks and dependencies as well as actions and decisions made within project meetings.
* Provide advice and support to projects run under the LFRS Programme Boards and in the delivery of corporate projects allocated to the Service Development Department.
* Produce information and reports for a variety of purposes, including Programme Health Reports, to support governance of the Corporate Programme Board and to support delivery of all aspects of the corporate planning cycle.
* Commission work packages from the Knowledge & Information Section to provide accurate historical data and information to inform the corporate planning process and aid decision making.
* Provide Project Support and co-ordination to strategic projects, implementing guidance, procedures and templates in line with the Project Management framework.
* Create and update plans in Microsoft Project to support Project Managers.
* Chair and/or co-ordinate project meetings as required and record and monitor project risks, issues and interdependencies in support of project delivery.
* Assist in the development and production of detailed reports to support the governance arrangements of the Strategic Projects and Programme.
* Assist the Strategic Policy, Planning and Programme Manager in the planning and facilitation of the Annual Planning Day.
* 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 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.

|  |
| --- |
| **Document Control**  |
| Final JD/ES Departmental Approved by: | Group Manager Corporate Programme and Intelligence |
| Final JD/ES HR Approved by:  | HR Business Partner |
| Date  | 03 June 2021 |

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.

**EMPLOYEE SPECIFICATION**

|  |
| --- |
| **Strategic Policy, Planning and Programme Officer**  |
| **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 project management role | X |  | A, I |
| **Experience**  |  |  |  |
| Experience of working in a corporate policy function and of developing a range of strategic policy documentsORConsiderable experience of working in the area of project management being responsible for the development and monitoring of project plans in relation to a number of different projects | X |  | A, I |
| **Knowledge, Skills and Abilities**  |  |  |  |
| The ability to provide support with writing strategic policy documents, reports and briefing notes  | X |  | A, I |
| The ability to develop and monitor projects 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 and supporting departments in planning  | X |  | A, I |
| To provide support in researching, analysing and interpreting data and complex information | X |  | A, I |
| To be able to prioritise work independently  | X |  |  |
| Excellent ICT skills and knowledge of Microsoft Office products | 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 |
| 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**  |  |  |  |
| 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 |  | A, 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**  | Strategic Policy, Planning and Programme Officer |
| **Responsible To**  | Strategic Policy, Planning and Programme Manager |
| **Grade** | Scale 6, SCP 18-25, £24,982 - £29,577 |
| **Hrs** | 36.25hpw  |
| **Location** | Service Development Department, LFRS Service Headquarters, Garstang Road, 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. |