

**JOB DESCRIPTION**

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| **Job Title**  | Temporary Project Support Officer – Fleet & Engineering Services (2 years with effect from appointment)  |
| **Responsible To**  | Head of Fleet & Engineering Services |
| **Responsible For**  | None |
| **Grade**  | Scale 5, SCP 14-19, £23,484 - £25,927 (Pro Rata) |
| **Hrs** | 21.75 hours per week |
| **Location** | Fleet and Engineering Department,Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH |
| **Other terms and conditions** | National Joint Council for Local Government ServicesA 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. It is a requirement of the post that the post holder will be to attend evening and weekend meetings/events as required  |

**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 underpinned 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 us.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2022/04/Community-Risk-Management-Plan_2022-27-FINAL-VERSION-13-April-22-amends-page-15.pdf).

 **Job Role**

The roles primary responsibility will be to support the Head of Fleet & Engineering Services (FES) in the development of and successful delivery of key strategic LFRS fleet related projects.

Be responsible for the development and monitoring of project plans relating to capital equipment replacement, software systems and vehicle replacement.

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

 **Responsibilities**

* Provide project and administrative support to the Head of Fleet & Engineering Services to assist delivery of the strategic priorities within the FES Departmental plans.
* Utilise and adhere to processes defined within LFRS Project Management Framework and provide advice and guidance of these processes to those involved in work streams and projects.
* Provide support to colleagues and to develop project plans, actively monitor and report on progress made against agreed milestones and produce health reports if required.
* Identify and document control measures, such as risk and issue registers, and ensure associated documentation is maintained and completed when required.
* Provide administration support to the Head of Fleet & Engineering Services, project managers and teams and to ensure meetings are organised and minutes are documented as required.
* Maintain records for auditing purposes
* Attend appropriate meetings at any location required by the role
* Receive enquiries and information, in both verbal and written form, and direct appropriately.
* Provide project and administrative support for wider activities arising from the FES project team workstreams including:
	+ Taking minutes of meetings
	+ Updating and maintaining databases
	+ Receiving information from internal / external sources and storing / directing as appropriate
* Maintain knowledge of other LFRS projects and raise interdependencies with existing or newly formed projects providing a link between project managers and support departments
* Demonstrate a commitment to personal development and actively participate in the

 appraisal process.

* 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.
* Promote the principles of equality and diversity and comply with LFRS Equality, Diversity and Inclusion Policy at all times.
* Observe all rules governing health and safety and use safety equipment where it is provided.
* Support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake other duties at the same responsibility level may be interchanged with/added to this list at any time, subject to consultation.

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 ommissions

**EMPLOYEE SPECIFICATION**

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| **Project support Officer** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| 3 GCSE passes at Grades A-C (including maths and English) or equivalent.  | X |  | A, V |
| **Experience**  |  |  |  |
| Experience in producing written content e.g. reports | X |  | A, I |
| **Knowledge, Skills and Abilities**  |  |  |  |
| The ability to develop plans with targets  | X |  | A, I |
| An ability to develop project plans  | X |  | A, I |
| The ability to actively listen  | X |  | A, I |
| Excellent organisational skills  | 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 products.  | 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 |
| **Special Requirements of the Post**  |  |  |  |
| The ability to attend project meetings around the County of Lancashire | 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**

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



**Terms and Conditions**

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| **Job Title**  | Project Support Officer – Fleet & Engineering Services (Temporary)  |
| **Responsible To**  | Head of Fleet & Engineering Services  |
| **Grade** | Scale 5, SCP 14-19, £23,484 - £25,927  |
| **Hrs** | 21.75 hours per week, flexi time working is available  |
| **Location** | Fleet and Engineering Department,Lancashire Fire and Rescue 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:-

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| --- | --- | --- | --- |
| Spinal Column Point | 0 – 5 years | 5 – 9 years | 10 years + |
|  |  |  |  |
| Up to 13 | 22 | 27 | 27 |
| 14-19 | 25 | 27 | 28 |
| 20-36 | 27 | 27 | 30 |
| 37 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. |
| **Car****Categorisation** | Ad Hoc Car userCurrent 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 manufacturer’s recommendations, kept in good condition and be always fully road legal
* 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. 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. |