

# Project Officer - Fire Safety - Grade 12

## Job Focus

**To be read in conjunction with the Project Officer Job Profile which provides the full range of responsibilities across the function.**

As a Compliance Project Officer, you will be instrumental in driving the delivery and implementation of Fire safety related projects and key initiatives which support health and well-being in Kirklees. You will take a lead role in a fire safety related project whilst working collaboratively with internal and external stakeholders and partners to maximise outcomes in line with the council's objectives. We are looking for people who demonstrate all the Council's behaviours and expectations and continually strive for excellence. You will be part of an ambitious, creative, and highly collaborative team which aims to exemplify the Council's ways of doing things.

Working to ensure Kirklees has safe, high quality places, environment and infrastructure which support business, health, and quality of life.

You will lead or make significant contributions to projects which seek to alter the way that we do things, ensuring greater prioritisation of resources.

Your key focus will be the planning and delivery of major fire safety remediation and improvement programmes to council housing across the district

Leading, co-ordinating, and managing activities you will have responsibility for one or more projects or programme areas and will commission internal and external partners to achieve the desired outcomes and objectives.

Using your substantial technical knowledge and experience you will drive the delivery of projects within budget and to agreed timescales to implement the core aspirations and targeted outcomes of the council.

This role will require you to act as a positive champion for our approach. You will be ambitious and committed to implementing change in a complex environment.

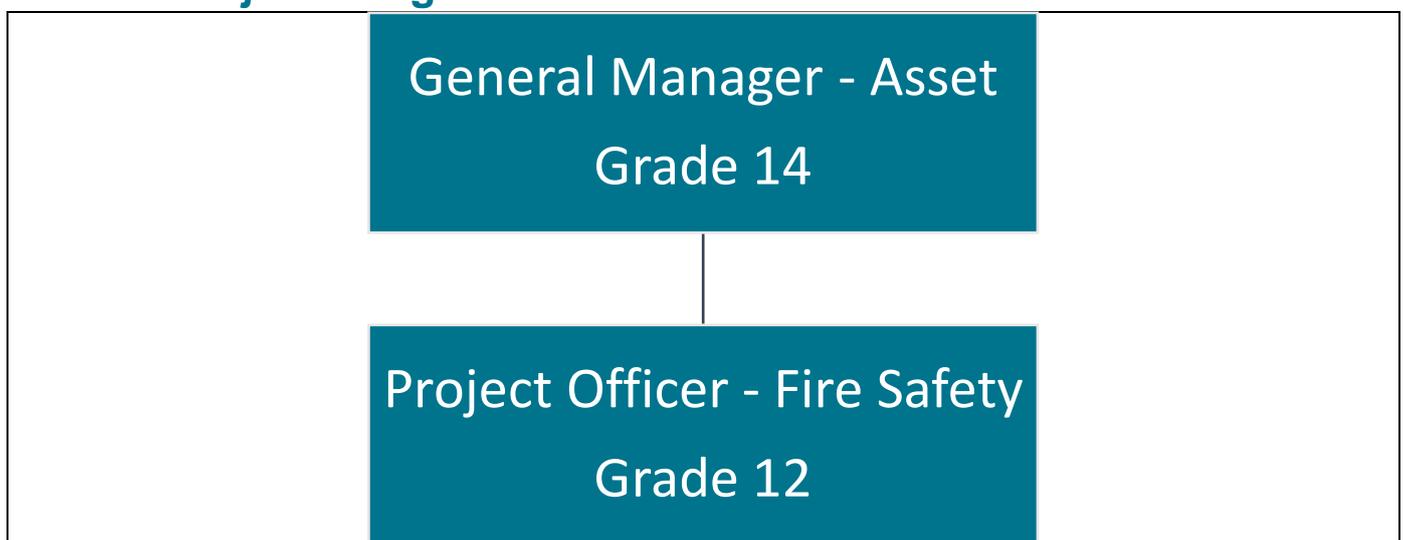
You will have the ability to motivate others and manage teams or areas of work effectively ensuring all stakeholders are working together effectively to deliver projects on time and within budget.

This role is based within [Growth and Regeneration](#)

## Key areas of responsibility

- Lead and manage the delivery of fire safety remediation projects in a multi-disciplinary team environment working with internal colleagues and network of specialist designers, consultants, and specialist contractors.
- Produce high quality timely progress reports and programme updates including early warning delays and potential project overrun.
- Develop standard operating procedures for the delivery of fire safety remediation projects from inception to post completion and a firm forward plan of projects to ensure we meet key delivery milestones in accordance to agreed compliance and building safety strategies
- Build and maintain effective relationships within teams and with internal and external partners to ensure opportunities to deliver council priorities are maximised.
- Take a pro-active, creative approach to problem solving and work collaboratively to project manage and deliver complex, high value projects and programmes to agreed specifications, timescales, and budget.
- Coach and support other members of the team and other services to deliver agreed outputs and objectives to a consistently high standard.
- Actively seek opportunities to work with partners and secure funding and investment to support priority work areas.
- Communicate effectively, both verbally and in writing, to a range of audiences including businesses, training providers and investors.
- Contribute to the development and implementation of strategies to promote the district and attract business and investment.
- Maintain a healthy and safe working environment in line with legislation.

## Position of job in organisational structure



## Employee Specification

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Educated to related or non-related Degree standard	Essential
Recognised substantial technical expertise and experience in a discipline which supports the council's outcomes such Regeneration, Housing, Building Safety and Compliance including relevant legislation (evidenced through qualifications and/or equivalent experience).	Essential
Extensive experience managing and co-ordinating large and complex fire safety remediation projects including procurement, budget monitoring and contract and supply chain management.	Essential
Considerable experience of commissioning projects with external and internal providers working collaboratively and in partnership	Essential
Management skills to motivate, lead and support multi-disciplinary teams to achieve and deliver outcomes.	Essential
Enhanced communication and interpersonal skills to develop, maintain and enhance professional relationships.	Essential
Creative problem-solving skills to identify obstacles and resolve issues through effective negotiation.	Essential
Personal resilience and adept at managing competing deadlines to enable delivery of projects to specification, on time and within budget.	Essential
Commercial awareness and business acumen in relation to public, private and third sectors to effectively contribute and implement strategies, plans and initiatives.	Essential
Knowledge and experience in analysis of proposals from businesses and other partner organisations, compiling funding bids and producing complex reports.	Essential
High level of IT, literacy, and numeracy skills.	Essential
Strong commercial and budget management awareness	Essential

### For Office Use Only:

Job Category	Growth and Regeneration	Grading ID	65650
Job ID	80101051	Last Updated	April 2023
Job Focus	No	Career Progression	No

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No