WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE: Fire Control Project Manager

GRADE: Grade 7

RESPONSIBLE TO: Fire Control Group Manager

PURPOSE OF POST: To provide high quality, effective ICT project management for the new mobilising system and relocation of the Control function to Fire Service Headquarters project.

MAIN DUTIES AND RESPONSIBILITIES

1. Implement and maintain full cycle project management in the field of digital innovation to support the shaping, development and implementation of the project solution.

2. Work within the WYFRS project framework process and protocols (based around Prince2 methodology).

3. Lead, assist and support the project team in the development and maintenance of the project plans / documentation and impact assessments.

4. Confirm understanding of the success criteria and business benefits with the project Sponsor / SRO.

5. Ensure all project documentation is created, signed off and maintained in a timely manner. E.g. project initiation document, business case, risks/issues, decision log, etc.

6. Understand the organisational / departmental / individual impact considering other projects in the portfolio of change. Ensuring regular engagement with the project managers for the projects that have interdependencies to capture any emerging changes or risks in those projects that impact and vice versa.

7. Identify required resources for all stages of the project, including skills and the responsibilities of key positions and individuals.

8. Ensure the project initiation document accurately reflects the agreed proposals of the business case and that the success criteria and SMART objectives are established for the delivery of the proposed solution.

9. Establish key deliverables using the SMART approach.

10. Produce accurate and precise documentation , including Fire Authority papers, with recommendations, to inform wider decision making and actions.

11. Analyse and manage extremely complex issues across a wide range of highly technical and specialist staff including management of technical specification development and procurement processes.

12. Agree appropriate change control and reporting processes with the sponsor / SRO and ensure the project scope is fully understood and documented.

13. Identify potential stakeholders and develop a stakeholder engagement strategy and communications plan in line with the project framework.

14. Establish, manage and maintain effective relationships with external suppliers and stakeholders.

15. Establish and maintain a good working relationship with the mobilising system supplier to support effective project delivery.

16. Contribute within the national network of Control Room Project Teams to ensure effective relationships and identify any potential collaboration opportunities.

17. Monitor and implement intervention strategies for events that occur that will impact on the objectives of the project. E.g. risks / issues that impact on scope, benefits, timescales and quality.

18. Establish and manage internal and external dependencies and key milestones.

19. Provide detailed Project Management training to team members.

20. Undertake analysis of business requirements to develop specification for products falling under the scope of the project.

21. Provide subject matter expertise to support contact negotiation.

22. Consult with representative bodies to develop ways of working which compliment the system being delivered.

23. Ensure compliance with national gidelines for critical national infrastructure.

24. Monitor and report on the fast paced developing communications market for technological advancements in Control Room innovations.

25. Monitor the project to ensure objectives are delivered on time, within budget and to the agreed levels of quality to enable the benefits to be fully realised.

26. Manage expenditure costs and project budget, making recommendations to Management Board for efficiencies as appropriate.

27. Report project progress and status at regular intervals via agreed communication routes through the project governance and to the appropriate project board, ensuring emerging risks / issues are highlighted along with recommendations on options for mitigation.

Second area:

28. To Implement and promote the Authority's:
    a) Health and Safety policies
    b) Equality and Diversity policies
    c) Information Security Management System policies
    d) Safeguarding policies
    e) Business continuity policy and contingency arrangements

29. To demonstrate and uphold the service values and to promote the organisation in a positive manner.

30. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.

31. Responsibility for ensuring any data produced in relation to the post is accurate and current.

32. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.

33. Undertake any other duties commensurate with the grade of the post as directed by line management.

PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as 'Application' in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as 'Application', will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

<u>Please list or number the person specification</u> competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	Experience	**Essential/ Desirable**	**Where Identified**
1.	Extensive demonstrable experience of effective project management of complex projects in the field of digital innovation / implementation of ICT systems.	Essential	Application & Selection Process
2.	Significant demonstrable experience of influencing and managing internal and external stakeholders in large organisations at a strategic level.	Essential	Selection Process
3.	Experience of supporting project managers and providing advice / training to others at various levels across the organisation in project management and associated areas of expertise.	Essential	Application & Selection Process
4.	Experience of producing data to inform the setting of large budgets.	Essential	Application
5.	Demonstrable experience of leading and managing people.	Essential	Application & Selection Process
6.	Experience in developing business requirements	Essential	Application & Selection Process

	Education and Training	**Essential/ Desirable**	**Where Identified**
7.	Holds a recognised professional qualification in project management eg. Prince2 Practitioner level	Essential	Application
8.	Educated to degree level in a relevant business subject or a significant experience in a similar role.	Essential	Application & Selection Process
9.	Knowledge and experience of using Microsoft ® Office including MSProject, Word, PowerPoint, Excel, SharePoint, Outlook and VISIO.	Essential	Application
10.	Excellent literacy and numeracy skills	Essential	Application
11.	Level 5 management qualification	Desirable	Application

	Special Knowledge and Skills	Essential/ Desirable	Where Identified
12.	Ability to produce high quality documentation for reporting at strategic level.	Essential	Application & Selection Process
13.	Ability to produce precise and accurate data and understand the criticality, consequences and impact of this on project actions/decisions.	Essential	Application & Selection Process
14.	Excellent organisation skills working to conflicting priorities and deadlines.	Essential	Application & Selection Process
15.	Ability to collate, understand and analyse highly complex information and advise senior managers on potential options and solutions.	Essential	Application & Selection Process
16.	Confident and resilient and able to use initiative to achieve broad and multiple objectives across varied activities independently.	Essential	Selection Process
17.	Excellent influencing and negotiating skills in order to advise and convince stakeholders including senior management of most effective course of action.	Essential	Application
18.	Strong oral and written communication skills ensuring technical/complex information is communicated at an appropriate level for the intended audience.	Essential	Application
19.	Ability to monitor and manage budgets associated with projects/ programmes.	Essential	Application & Selection Process
20.	Has a high level of commitment, demonstrating a high degree of flexibility in ways of working to meet corporate objectives.	Essential	Application & Selection Process
21.	Absolute discretion when dealing with confidential or sensitive matters.	Essential	Application & Selection Process
22.	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider	Essential	Selection Process only
23.	To hold and maintain a current full UK valid car driving licence	Essential	Application
24.	Ability to manage high levels of pressure	Essential	Application

Updated March 2023