

**NETWORKED FIRE SERVICES**  
**PARTNERSHIP**  
**JOB DESCRIPTION**

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<b>Department:</b>	<b>Networked Fire Services Partnership</b>
<b>Job/Role/Post Title:</b>	<b>NFSP Fire Investigation Project Manager</b>
<b>Location:</b>	<b>Remote Working</b>
<b>Grade:</b>	<b>SM or Corporate Equivalent</b>
<b>Responsible To:</b>	<b>NFSP Partnership Manager</b>
<b>Responsible For:</b>	See organisation structure chart below

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**Description of Duties and Responsibilities**

**Section 1: Purpose/Reason Why Job Exists**

The Forensic Science Regulator has determined that all fire scene investigations that may enter the criminal justice system must, by 1st Oct 2023, be undertaken by organisations that are accredited to ISO/IEC 17020:2012.

The NFSP Services have agreed to host a project to develop the options to achieve accreditation in collaboration. The collaboration is open to any FRS that wishes to take part. This role will coordinate and lead work with relevant members of the fire investigation teams in stakeholder FRS and Police to build the business case to deliver a sustainable and cost effective approach to fire investigation conducted by FRS which enables accreditation to ISO/IEC 17020:2012 to be achieved and maintained.

They will act as a single professional senior point of contact to internal and external stakeholders to support, guide and make recommendations on all aspects of the project to achieve accreditation. They will be responsible for managing the establishment of a multi-regional Quality Management System within agreed tolerances for budget, timescales and quality. Leading and co-ordinating the development, delivery, maintenance and continuous improvement of the Quality Management System. As well as contributing to the NFSP strategic planning, through creation and implementation of FI related strategic aims and objectives.

**Section 2: Responsibilities/Specific Duties/Principle Accountabilities, Dimensions of the Job**

The FI Accreditation Project Managers main duties will be:

- Establish the collective demand for specialist fire investigation (FI) including those within scope of ISO 17020 accreditation and those outside of scope and undertake an analysis of current FI provision across each stakeholder service. Collate, analyse and present management information (capacity, demand, effectiveness, performance, and cost) for the NFSP management and for the wider project boards.

- Engage with each stakeholder service to research potential routes for gaining accreditation to ISO 17020 for forensic FI services through collaboration and put forward an options appraisal.
- Review current FI processes and develop options and proposals (supported by resource and cost estimates) for the future provision of FI across the stakeholder services that are cost effective and enable delivery and maintenance of ISO 17020
- Research and develop a project plan for gaining ISO 17020 accreditation through collaborative arrangement, managing and delivering the project from inception through to delivery within the set budget, timeframe and quality tolerances. Defining and agreeing the project's scope, goal, objectives and deliverables and taking ownership of its delivery working with the respective teams to define, agree and track the benefits realisation
- Research and develop practical solutions which meet the technical process and resource requirements of ISO 17020 and relevant forensic standards in relation to forensic fire investigation
- Build a strong delivery team, motivate and supervise project team members and suppliers, and influence them to take positive action and accountability for their assigned work
- Once the relevant option has been approved develop, lead and manage the accreditation project ensuring delivery of accreditation in line with requirements as set out by the Forensic Regulator or in legislation
- Lead in the shaping, development, implementation and management of an effective Quality Management System across Services; to obtain and maintain required accreditations - quality assuring provision whilst developing a continuous improvement approach.
- Create work breakdown structure, plan, schedule and track project tasks. Managing the project delivery timelines, budgets and milestones using appropriate tools, and actively identifying, resolving and mitigating projects risks and issues.
- Act in an advisory capacity and provide internal support to the NFSP Partnership Manager on all aspects relating to the development of the Quality System, Quality Standards and accreditation and provide expert knowledge, technical and strategic advice and guidance to policing across the partnership.
- Agree project team structure, roles and responsibilities and reporting to the project management group on a regular basis. Act as a main point of contact for all third party's involved in the project delivery.
- Develop stakeholder and communication plans. Manage regular, effective communication with project team members, senior management and other stakeholders.
- Monitor national developments with regards to Quality Standards and training, requirements and strategy/policy and to evaluate, propose and implement new procedures, systems, processes and initiatives to enable services to meet and benefit from any new accreditation requirements or innovations; liaising with strategic partners to ensure the benefits of accreditation and collaboration are realised.
- To undertake any other duties of a similar level and responsibility as may be required.
- To attend such training/personal development courses as may be considered necessary.

The employment will be hosted by Hampshire and Isle of Wight Fire and Rescue Service.

### **Section 3: Standard Clauses All Job Descriptions**

To work in an internal and external customer related way in accordance with adopted procedures and good practice.

To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.

Actively comply with the Service's Equal Opportunities Policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

To comply with and/or ensure compliance with the Service's Information Compliance Policy and the Data Protection Act/Freedom of Information Act and other relevant legislation.

Positively promote your team, section, department and the NFSP and its services to both internal and external audiences to both reflect and enhance the professional image of the department and Service.

To support change management initiatives, within the NFSP, this could include team, section, department or organisation restructures.

To provide cover and/or undertake work at the post's role/grade level across the department as required.

To work within the Service's agreed core values, Code of Conduct and agreed policies, procedures and guidance.

The postholder may, as part of the departments move to greater flexibility and aim to provide job rotation/enrichment and multiskilling, be required to undertake other roles at a similar role/grade across the department on a temporary or permanent basis.

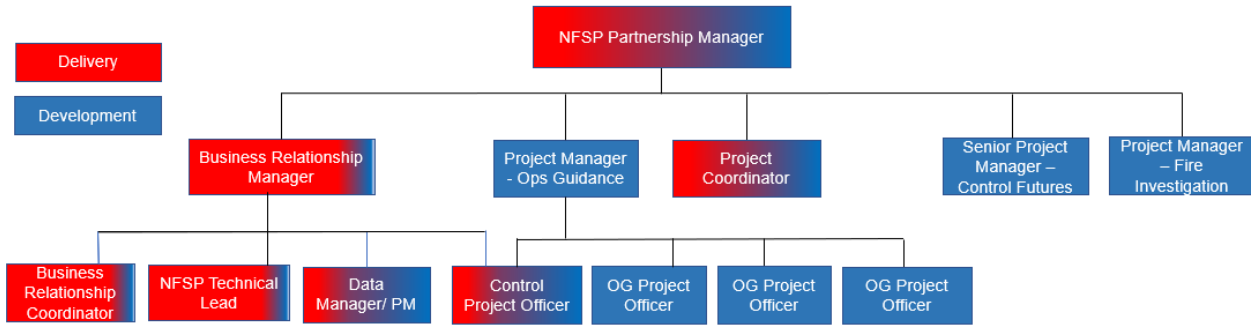
Hampshire and Isle of Wight Fire and Rescue Service's Health, Safety and Wellbeing (HSW) Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the postholder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

### **Section 4: Safeguarding**

As a high-profile public service organisation, it is imperative that the service retains the confidence and trust of all members of the community. Your role includes a responsibility to safeguard children and vulnerable adults in a variety of settings. You must read and adhere to the Safeguarding Children, Young People and Adults Policy.

## Section 5: Organisation Structure



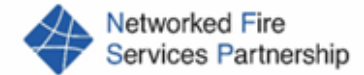
**Job Description Raised (Date):** 11/07/2020

**Author (Line Manager/Function Head - Name):** Jennifer Cutler

**Date Last Reviewed:** 11/07/2020

Please note: Copies of the Job Description should be made available to the employee(s) to whom it applies. It is the responsibility of individual line managers to ensure this Job Description is kept up to date in reflecting the duties required of the role.

## NETWORKED FIRE SERVICES PARTNERSHIP



### PERSON SPECIFICATION

<i>Key Dimensions for Job</i>	<i>Experience and Competency Required</i>	<i>Importance (E = Essential) (D = Desirable)</i>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Level 5 Certificate in Fire Investigation or equivalent</li> </ul>	E
	<ul style="list-style-type: none"> <li>Qualified to degree level, or equivalent managerial qualification, or able to demonstrate significant level of graduate caliber experience at a senior level in a relevant sector</li> </ul>	E
	<ul style="list-style-type: none"> <li>Project Qualification at Practitioner level</li> </ul>	D
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Knowledge of quality management principles and the standards relevant to forensic fire investigation</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of successfully managing teams</li> </ul>	E
	<ul style="list-style-type: none"> <li>Outline knowledge of procurement and the legal framework</li> </ul>	E
	<ul style="list-style-type: none"> <li>Competent in fire investigation with in-depth experience of leading on Tier 2 complex investigations</li> </ul>	E
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Knowledge of Iso 17020:2012</li> </ul>	D
	<ul style="list-style-type: none"> <li>Excellent communication skills and a positive attitude to internal/external customer care</li> </ul>	E
	<ul style="list-style-type: none"> <li>Effective analytical skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to effectively negotiate with external organisations and internal teams to drive alignment across partners</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven strong project management skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent stakeholder management skills including strong influencing and negotiation ability</li> </ul>	E
	<ul style="list-style-type: none"> <li>Experience of Project level Budget Management</li> </ul>	E
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>Competent use of project management and planning tools, Microsoft Project, Microsoft Office, ability to learn, understand, and apply new technologies</li> </ul>	D
	<ul style="list-style-type: none"> <li>Full valid driving licence and use of own vehicle to travel and work throughout the NFSP and outside the area as and when required</li> </ul>	E
	<ul style="list-style-type: none"> <li>Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others</li> </ul>	E
	<ul style="list-style-type: none"> <li>Demonstrates a commitment to health and safety in the work environment</li> </ul>	E

	<ul style="list-style-type: none"><li>• Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills</li></ul>	E
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