

NETWORKED FIRE SERVICES
PARTNERSHIP & HAMPSHIRE AND ISLE OF WIGHT FIRE AND RESCUE
SERVICES

JOB DESCRIPTION

Department:	Networked Fire Services Partnership
Job/Role/Post Title:	Senior Project Manager
Location:	Remote Working
Grade:	M
Responsible To:	NFSP Partnership Manager
Responsible For:	See organisation structure chart below

Description of Duties and Responsibilities

Section 1: Purpose/Reason Why Job Exists

The Senior Project Manager for the NFSP Control Futures Programme main duties will be:

- To develop to business case, the future options for the NFSP Control Collaboration including the operating model, the systems and the managerial structures. Manage any politics and cultural changes required to deliver against the chosen vision and consult upon the change.
- Project manage the procurement and full delivery of the NFSP Control System which requires replacements by 2025.
- Work to recognised project management standards following Government guidance and to the NFSP's own project management requirements.
- To successfully manage and deliver multiple concurrent projects (including technically complex ICT projects) that deliver against the longer term strategic objectives of the NFSP.
- To work with NFSP senior staff to create appropriate governance structures and drive decision making in support of efficient and effective project delivery.
- Manage the project resource and subject matter experts.

Within the control futures programme, the individual will be responsible for:

- Managing the control futures projects in a coherent and sequential manner, in order to obtain maximum benefits.
- Deliver the future control systems as defined in the mandate.
- Design and deliver the future operating model for Control.
- Design and deliver the future managerial and support model for Control.

The role will be responsible for the delivery of other NFSP projects, as capacity allows during the duration of the contract.

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

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

- Prepare Papers and Reports for a range of stakeholders, including the Senior Leadership Teams, Fire Authorities and the Networked Fire Services Partnership Strategic Board as well as coordinate the delivery of technical documents for systems architecture and procurement.
- Responsible for negotiating contracts in conjunction with legal teams and ensure value for money and efficient service is embedded throughout.
- Project Management tasks (planning activity, timescales, managing risks and issues, developing comms) for the range of projects and be responsible for procurement and legal sign off.
- Negotiating and influencing, liaise with and provide guidance to internal and external stakeholders (NFSP boards, National & Regional teams, Project teams, Dept Heads, technical teams, system suppliers).
- Line manage Project Managers for the implementation of the project within each service control room to ensure activity is aligned across the partnership and reduces conflict.
- Oversee the effective and efficient management of budgets associated with the project, including budget setting and forecasting. Bid for and claim additional funding where possible.
- Ensure effective change management, including communication, analysis, impact assessment, policies and procedures and implementation, to meet new ways of working

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 posts role/grade level across the department as required.

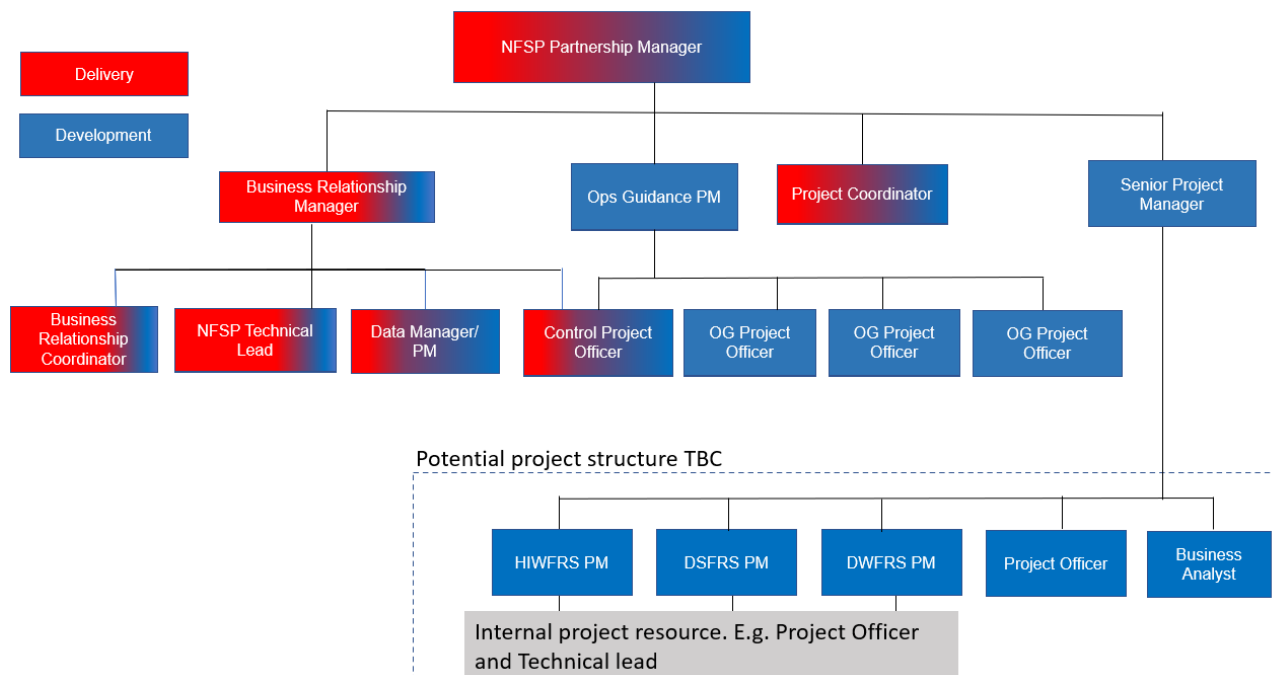
To work within the Service's agreed core values, Code of Conduct and agreed policies, procedures and guidance.

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: 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.

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.

**NETWORKED FIRE SERVICES PARTNERSHIP & HAMPSHIRE
AND ISLE OF WIGHT FIRE AND RESCUE SERVICES**

PERSON SPECIFICATION

<i>Key Dimensions for Job</i>	<i>Experience and Competency Required</i>	<i>Importance (E = Essential) (D = Desirable)</i>
Education & Qualifications	<ul style="list-style-type: none"> 4 GCSE passes - Grade A*-C / 9-4, including English and Mathematics / equivalent Level 2 qualification / or higher-level relevant qualification 	E
	<ul style="list-style-type: none"> Qualified to degree level, or equivalent managerial qualification, or able to demonstrate significant level of graduate calibre experience at a senior level in a relevant sector 	E
	<ul style="list-style-type: none"> Project Qualification at Practitioner level 	E
	<ul style="list-style-type: none"> MSP Practitioner 	D
Knowledge & Experience	<ul style="list-style-type: none"> Significant experience managing large projects or programmes 	E
	<ul style="list-style-type: none"> Experience of successfully managing project teams 	E
	<ul style="list-style-type: none"> Outline knowledge of procurement and the legal framework 	E
	<ul style="list-style-type: none"> Experienced change manager 	E
	<ul style="list-style-type: none"> Experience of working with Emergency Services, Fire and Rescue or Call Handling environments 	D
Skills & Abilities	<ul style="list-style-type: none"> Excellent communication skills and a positive attitude to internal/external customer care 	E
	<ul style="list-style-type: none"> Effective analytical skills 	E
	<ul style="list-style-type: none"> Ability to effectively negotiate with external organisations and internal teams to drive alignment across partners 	E
	<ul style="list-style-type: none"> Proven strong project management skills. 	E
	<ul style="list-style-type: none"> Proven ability to develop and sustain effective working relationships with both internal and external partners 	E
	<ul style="list-style-type: none"> Experience of Project level Budget Management 	E
	<ul style="list-style-type: none"> Understanding of statistics and Value for Money 	D
Additional Requirements	<ul style="list-style-type: none"> Full valid driving licence and use of own vehicle to travel and work throughout the NFSP and outside the area as and when required 	E
	<ul style="list-style-type: none"> Demonstrates a commitment to equality, diversity and inclusion, adopting a fair and ethical approach to others 	E

	• Demonstrates a commitment to health and safety in the work environment	E
	• Prepared to undertake specific training as a part of the induction process to develop understanding of Fire Service activities and acquire post entry skills	E