

HUMBERSIDE FIRE & RESCUE SERVICE

EMPLOYEE SPECIFICATION – CORPORATE PROJECT OFFICER

Post Ref:

Temporary ✓

Established

Part-Time

Full-Time ✓

Job Share

	Essential	Desirable	How Measured
Experience	<ul style="list-style-type: none"> ▪ Concurrent management of different projects ▪ Record of achieving project aims and measurable outcomes. ▪ Leadership in the organisation, delivery, and evaluation of projects ▪ Management of defined pieces of project work including: <ul style="list-style-type: none"> - Planning including project scope - Contract management - Stakeholder management - Monitoring essential tasks and taking appropriate action - Meeting deadlines - Using project software and systems including Microsoft 365 applications - Report writing 	<ul style="list-style-type: none"> ▪ Experience of working in the public sector ▪ Experience of working in a Programme or Project Office ▪ Experience of organising meetings/ conferences/ workshops 	Application form & Interview
Education/Training / Qualifications	<ul style="list-style-type: none"> • Key skills in literacy and numeracy Level 2 or GCSE or equivalent in Maths and English grade C or above • Project management & / or related qualification 	<ul style="list-style-type: none"> • Degree in a relevant subject or equivalent level knowledge • Willing to undertake Project Management Certification 	Application form
Special Knowledge	<ul style="list-style-type: none"> • Project Governance • Budget and resource management • Communication strategies • Business case development and application 	<ul style="list-style-type: none"> • Understanding of the Service's governance structure 	Application form & Interview
Skills and Abilities	<ul style="list-style-type: none"> • Able to type and input data accurately and efficiently. • Ability to communicate effectively to a wide range of people. • Able to negotiate, motivate or persuade people to follow a course of action. • Able to time manage, prioritise workloads and organize. 	<ul style="list-style-type: none"> • Experience of supervising staff • Experience of using Microsoft Project 	Application form & Interview

	Essential	Desirable	How Measured
	<p>effectively.</p> <ul style="list-style-type: none"> • Able to take decisions within the scope of the role and escalate as appropriate. • Risk and opportunity management. • Quality assurance and controls 		
Behavioural Criteria	<ul style="list-style-type: none"> • Adherence and application of the Service Core Code of Ethics at all times. • Self-confidence and self-awareness combined with a personal drive for measurable results and continuous improvement. • Comfortable when working alone and on own initiative and when working in a large group environment and as part of a team. • Flexible in adjusting to changing demands and working to strict deadlines. • Adaptable to relate and respond to viewpoints of a variety of stakeholders. • Demonstrate a clear commitment towards productivity and improving performance 		Application form Interview
Working Arrangements	<ul style="list-style-type: none"> • Flexibility to adjust working times to meet organisational needs. • Willingness to develop skills in line with future knowledge and skills requirements of the role • Able to travel to other locations in the Service area and beyond if required. 		Application form Interview