

## HUMBERSIDE FIRE AND RESCUE SERVICE JOB DESCRIPTION

<b>POST TITLE</b>	<b>POST NO.</b>
Corporate Project Officer	Grade 10
<b>SECTION/DIVISION/LOCATION</b>	
Corporate Assurance	
<b>OVERALL PURPOSE OF THE JOB</b>	
Service lead on project management. Lead projects from requirements definition through deployment, identifying schedules, scopes, budget estimations, and implementation plans, including risk mitigation and project evaluation. Manage the day-to-day activities to ensure projects are completed in scope, on time and within the allocated budget and resource.	

### **KEY ACTIVITY AREAS/MAIN DUTIES**

1. Plan and oversee project development across the Service, ensuring project leads and sections carry out the project work efficiently and productively.
2. Develop and maintain a project management framework and governance structure for the Service's project management operations to function under.
3. Plan specific and/or complex workstreams within a project, taking into account task length, sequencing and dependencies, in order to produce realistic project plans and Gantt charts.
4. Support a range of workstreams within the programme or project and identify key milestones, allowing workstreams to be monitored.
5. Mitigate project management issues and challenges. Where slippage occurs, make proposals to rectify the issue and adjust the plan as required.
6. Set up meetings, schedule tasks and manage resources as required to plan, develop and implement the projects.
7. Monitor and report on projects progress, budget and resources to Strategic and Corporate management.
8. Quality assure projects to ensure they meet requisite standards, adhere to budgets, and meet deadlines. Set measurable outcomes and metrics
9. Following project closure, evaluate conclusion against project scope, outcomes and metrics.
10. Manage relationships with internal and external stakeholders
11. Update and maintain project records and documentation, including project creation, development, and execution as well as the project's scope, budget, justification and outcome measures.
12. Ensures robust and comprehensive administration processes are in place to facilitate efficient management of the programme/project and oversee their operation.

#### **Notes:**

13. The post holder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
14. The post holder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the post holder.

### **POSITION IN ORGANISATION**

Head of Corporate Assurance



**Corporate Project Officer [Grade 10]**

## **JOB REQUIREMENTS**

### **Knowledge and Skills**

- Robust understanding of project management concepts, frameworks and methodologies.
- Strong leadership skills.
- Excellent communication skills.
- Strong attention to details and technicalities.
- Excellent organisational and technical abilities.
- Excellent interpersonal and multi-tasking skills.
- Relevant training and certifications as a Project Officer.
- They must be able to work as individual contributors as well as team players.
- Strong influencing, analytical and problem-solving skills.
- Good level of change management understanding to ensure project management maturity and continuous improvement.
- Understanding of risk management principles and productivity and efficiency requirements.
- Excellent written and interpersonal skills with the ability to provide guidance and advice, both verbally and in writing, to managers, staff and internal and external contacts.
- Risk and opportunity management.
- Quality assurance and controls
- High levels of networking skills to identify, develop and maintain appropriate networking opportunities.
- Ability to use Microsoft suite of ICT packages to a high level of proficiency.
- Ability to meet strict deadlines and prioritise work accordingly to ensure changing deadlines are met.
- Ability to work effectively as an individual with autonomy and as part of a multi-disciplinary team.
- Ability to produce clear and concise reports and briefing notes for submission to senior management, stakeholders and external organisations.

### **Supervision/Management of People**

Accountability for the line management and supervision of any Grade 8 member of staff as required. The range of accountability includes:

- Supervisory management and welfare.
- Workload prioritisation.
- Performance Management, including appraisal and coordination of CPD.

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### **Creativity and Innovation**

- Develop and implement creative and innovative approaches that directly contribute to delivering the objectives set out within the Strategic Plan and Corporate Assurance Tactical Plan.
- Proactively suggest improvements to the project management framework and project policy and procedures.
- Maintain and lead on the development of appropriate systems and documentation to record and manage project management. Continue to improve and develop such systems through their lifespans.

- Production of appropriate progress and monitoring reports for a range of target audiences, including Humberside Fire Authority, SLT, Heads of Function.
- Develop and deliver imaginative training and information packages to support project leads and other members of staff in project or programme planning and development.
- Forward looking to ensure the Service's Project management methodologies and techniques are effective and that projects deliver, are value for money and demonstrate productivity and efficiency gains.

### **Decision Making**

- The postholder will be the subject matter expert on project management for the Service, being required to provide accurate professional advice and guidance to managers and senior leaders regarding project management.
- Analyse information and makes judgements when deciding the most appropriate course of action to take when contacted by a wide range of people. This includes resolving issues directly using own initiative, signposting to an appropriate person or escalating senior management.
- Monitor the progress of workstreams within the programme/project and identifies the causes of slippage, making recommendations from possible options to rectify the issues or adjust plans.
- Undertakes day to day problem solving and decision making where options need to be evaluated, offering solutions to problems that can achieve widespread agreement.
- Coordinate internal and external resources to ensure that projects adhere to scope, schedule, and budget.

### **Contacts and Relationships**

- Establish and maintain relationships with relevant client stakeholders, providing day-to-day contact on project status and changes.
- Develop and maintain partnerships with third-party resources, including vendors and researchers. Some of the contact with third parties will involve discussing, negotiating and challenging non-delivery of contract terms and conditions. There will be a need for negotiation skills to ensure the interests of the Service are protected.
- Frequent provision of scrutiny and advice to Project Leads, which may be contentious. This will require detailed constructive evaluation of issues, positive support and expert advice. The outcomes will ensure that all Projects remain on track, or that deviations are effectively managed.
- Report directly to SLT members in relation to the status of projects, providing accurate advice, guidance and direction.
- Engage in regular external networking opportunities within the appropriate fire sector and local authority teams. Outcomes will help to establish processes within HFRS and share best practice with peer colleagues. The postholder will have frequent contact with all personnel (Project Owners, Project Managers and Risk Owners) with accountability for project management.

### **Responsibility for Resources**

- Responsibility for the security of commercially sensitive or confidential information, having due regard to data protection.
- Responsible for personal ICT equipment.

## **WORK ENVIRONMENT**

### **Work Demands**

- Work activities can be subject to short notice changes in priorities and high demand arising from strict deadlines.
- Demands are for a range of skills, knowledge and activities which will all need to be delivered to time and quality standards, while working on own initiative and dealing with complex and conflicting priorities.

### **Physical Demands**

- Consistent with most work being carried out in an office environment using a keyboard etc.

### **Working Conditions**

- Mainly in an office environment with occasional visits to other premises and locations.

### **Work Context**

- No specific risks other than that of occasional visits to unfamiliar locations/service premises.

	Name	Signature	Designation	Date
<b>CONFIRMED BY:</b>	Jamie Morris	<i>J. Morris</i>	Head of Corporate Assurance	

<b>PREPARED BY:</b>	Gareth Naidoo	<i>G. Naidoo</i>	Senior Corporate Assurance Officer	
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Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.