



JOB DESCRIPTION

Job Title	Partnerships and Projects Lead
Post Number	D104
Location	Prevention
Grade/Role	SO2
Responsible to	Business Support Manager
Date of creation	October 2023

JOB PURPOSE

Working in the Prevention team this role will identify communities, stakeholders, partners and individuals to effectively target key business opportunities and information in order to make Cheshire safer, whilst promoting the community safety activities of the Service. To propose and implement innovative ways of promoting safety in the community and build new partnerships and business links while maximising funding opportunities.

To lead on the ongoing implementation of the services Safe and Well initiative and evaluate its continued success and recommending and implementing improvements to make residents safer in their homes.

To identify, trial and evaluate new assistive technology that will support vulnerable residents. To support other workstreams in setting up key projects and using project management principles

PRINCIPAL RESPONSIBILITIES

1. Promote and encourage employees across the Prevention department to develop project and partnerships that contribute to smart objectives and aide the Service in completing programmes and activities.
2. Be the point of contact and oversee the identification, trialling and evaluation of new assistive technologies, that will make residents safer in their home, from fire risk. This will involve consultation with departmental managers, procurement, legal and finance departments.
3. Identify, generate and project manage funding opportunities through bid writing both internally and externally, utilising partnerships to improve and sustain activities and campaigns across the Prevention department.
4. Identify and promote innovative methods in line with the IRMP and departmental plan to engage with Prevention department partners and stakeholders to ensure effective collaborative campaigns and messages, designed to make Cheshire safer. Offer advice to other service departments where required, regarding how partnership activity is conducted within the Prevention department.

5. Proactively link into Corporate Communication's consultations, campaigns, events and programme activities to effectively target stakeholders to make Cheshire safer and promote Prevention activities.
6. Identify partner agencies who the Prevention department and wider Service can effectively work with, and lead on the creation of partnerships and projects designed to improve the health, safety and welfare of Cheshire's communities.
7. Maintain the departmental partnership policy and register and effectively manage partner relationships with Partner leads. Implement, monitor, review, evaluate and quality assure partnerships and project activity in accordance with the quality principles of ISO9001. Ensure they remain fit for purpose and current by overseeing that regular updates are made and maintained by Leads to the Cheshire Planning System.
8. Work with the Service's Business Intelligence team to network and horizon scan local and national strategy's to ensure the Service remain at the forefront and lead current/modern service delivery. Feed information into the department from stakeholders alongside Partnership Leads in relation to the current local and national context and the impact that this has on fire safety and working practices.
9. Linking into the Corporate Communication's events programme develop implement and deliver Prevention Department activities and messages to effectively target stakeholders to make Cheshire safer and promote community safety activity.
10. Coordinate Partnership leads to follow protocols and policies which support the delivery and governance of partnership activity. Liaise with the Service's Information Governance Department, Business Intelligent Department, Corporate Programme team and Legal Department regularly in support of Partnership Leads and activity aid best practise in relation to governance requirements.
11. Drive a quarterly effective Partnership Management Board Committee for members and partnership leads to support decisions that impact on effective governance, statutory responsibilities and best practice by following a generic process of reviewing and evaluating the status of current partnerships within the department.
12. Undertake research and analysis of findings, relating to key issues of department policies and ongoing projects. Produce a reporting document, management briefing and papers highlighting the annual overview of partnership and project activity to be shared and presented to the Senior Leadership Team and Fire Authority members at corporate meetings.
13. Audit those departments that carry the ISO9001 accreditation, maintain quality assurance to ensure the levels of service delivery across the function are consistent and are maintained and in line with the quality assurance standards. Ensure that accurate completion of audit documentation is maintained and achieved.

HEALTH AND WELLBEING.

1	You may be working with vulnerable /at risk people in the community.
2	Dealing with emotive personal circumstances and cases.
3	There may be some driving.
4	Be part of discussions about emotive and sensitive topics

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. Specifically:

- **Being Inclusive**
By acting fairly with integrity and respect and without prejudice.
- **Doing the right thing**
By holding each other to account for ensuring high standards of professionalism in everything we do.
- **Acting with compassion**
By being understanding and offering to help each other and to our communities with warmth, patience and kindness.
- **Making a Difference**
By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.
- **NFCC Code of Ethics**

Putting our communities first
Integrity
Dignity and respect
Leadership
Equality, Diversity and Inclusion

Equality and Diversity

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

Document Control	Date of Creation	
Version	Date	Amended by (initials)
1.1	28.04.24	LM



PERSON SPECIFICATION

Job Title: Partnership and Projects Lead

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<u>Qualifications/Experience</u> Degree or Diploma or equivalent experience Good level of general education to include GCSE, or equivalent, in Maths and English Experience of negotiating agreements with partner agencies Experience of project managing funding bids Previous experience working within a Fire or local authority, safety related environment Experience of implementing governance arrangements (e.g data sharing, policy writing, reporting) Experience of managing projects	* * * * *	* *
<u>Knowledge & Skills</u> Knowledge of Local government delivery structure and Strategic Partnerships Knowledge of social media / marketing Knowledge, background and track record of successful delivery and partner engagement Knowledge of Microsoft Windows and Office	* * * *	
<u>Personal Competencies</u> Ability to effectively communicate at all levels of the organisation.	*	

Strong organisational skills	*	
Excellent presentation skills	*	
Self-motivated with the ability to plan and prioritise own workload	*	
Current and clean driving licence	*	
Flexible and adaptable to engage with peers, senior management and partnership agencies	*	
Project Management Experience	*	
Ability to work with all levels in the organisation	*	