



## **JOB DESCRIPTION**

**Job Title:** Project Manager – 2-year fixed term contract  
**Department:** Service Improvement  
**Location:** Cheshire Fire & Rescue Service Training Centre  
**Post Number:** K011  
**Grade/Role:** PM1  
**Special Allowances:** None  
**Responsible to:** Corporate Programme Manager

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## **JOB PURPOSE**

### **PRINCIPAL RESPONSIBILITIES**

1. Management of projects throughout their entire lifecycle from conception to project close
2. Develop and manage project plans, timelines, and budgets. Identify and manage project risks, issues and dependencies.
3. Identification and management of resources from across the organisation to ensure effective project teams and timely project delivery.
4. Build and manage stakeholder relationships (both internal and external), communicate clear and concise messaging to various levels of leadership consistently.
5. Develop and implement communication plans to ensure stakeholders are informed of project status, risks and issues.
6. Monitor and report on project progress and adjust plans as necessary to meet changing requirements whilst adhering to change control measures to ensure all changes are approved and signed off.
7. Ensure that all project deliverables meet quality standards and are delivered on time and within budget.
8. Ensure that project documentation is complete, accurate and current – this will include the development of business cases and project initiation documents.
9. Lead project meetings and ensure that meeting minutes and actions are recorded and distributed as required.
10. Ensuring that all projects are managed effectively through the CFRS project management system - known as CPS (the Cheshire Planning System).
11. Lead on project post implementation reviews to identify lessons learned and make recommendations for future projects.

12. Champion best practice, learning and continuous improvement in project management, ensuring that the project operating principles and project execution strategy and methodologies are effective and fit for purpose. This will include supporting the continued development of the CFRS project management framework.
13. Support departments in development of business cases and provide analytical and problem-solving support.
14. Delivery of presentations and workshops to key stakeholders around the organisation

## **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.**



## **PERSON SPECIFICATION**

### **Job Title: Project Manager**

<b>PERSONAL ATTRIBUTES REQUIRED</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><u>Qualifications / Experience</u></p> <ul style="list-style-type: none"><li>• Experience of managing a range of projects in a complex and preferably multi-site organisation</li><li>• Experience of stakeholder management, 3<sup>rd</sup> party supplier management and procurement processes</li><li>• Experience of leading and managing projects throughout their full lifecycle including the preparation of business cases and the management of budgets and resources</li><li>• Experience of managing risks associated with complex project delivery</li><li>• Qualified in PRINCE 2 or other comparable recognised project / programme management methodology such as PMP, Managing Successful Programmes</li><li>• Experience of complex system implementations (in particular HR and Payroll systems)</li><li>• Educated to Degree level or equivalent</li><li>• Experience using Project Tracking software e.g., Microsoft Project</li></ul>	* * * * * * * * *	
<p><u>Skills and Abilities</u></p> <ul style="list-style-type: none"><li>• Track record of running multiple change projects: manage project timescales, manage stakeholders and manage finances, quality and resources</li><li>• Proven project leadership within a complex organisation</li><li>• Ability to manage own workload effectively</li></ul>	* * *	

<ul style="list-style-type: none"> <li>• Communicate effectively and confidently, both verbally and in writing, at all levels of the organisation</li> <li>• Strong influencing, networking and negotiating skills</li> <li>• Confident preparing &amp; delivering presentations / Training courses</li> </ul>	*   	
<u>Knowledge</u> <ul style="list-style-type: none"> <li>• Knowledge of implementing processes and procedures as part of continuous improvement and best practice/change exercises</li> <li>• Knowledge of HR systems and Processes</li> <li>• Have current knowledge of Procurement and Tendering protocols</li> <li>• Strong knowledge and understanding of project management principles, risk management and the need for controls within systems and procedures</li> <li>• Knowledge of public sector management and or blue light</li> <li>• Knowledge of budget management / priority-based budgeting</li> </ul>	*      	*      
<u>Personal Competencies</u> <ul style="list-style-type: none"> <li>• Strong analytical skills and confidence in justifying decisions</li> <li>• Proactive approach to addressing problems and seeking positive solutions</li> <li>• Resilient under pressure with ability to manage conflicting demands</li> <li>• A high degree of personal motivation with the ability to influence and motivate others</li> <li>• Champion change and innovation</li> <li>• Detail orientated</li> </ul>	*      	