



**AVON
FIRE & RESCUE**

JOB DESCRIPTION

JOB TITLE: Emergency Services Mobile Communications Programme (ESMCP) Project Manager	DIRECTORATE: Emergency Services Mobile Communications Project
POST NO: 1030 (NEW)	GRADE: HAY 6

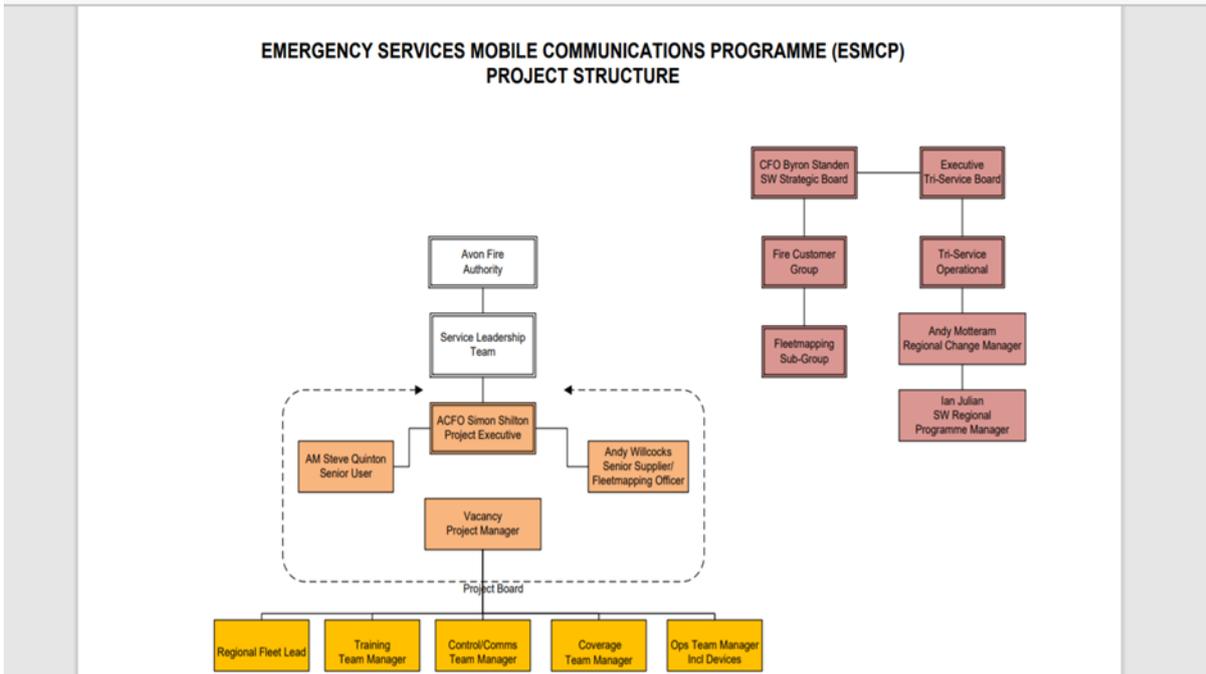
1. JOB PURPOSE

Under the overall direction of the Emergency Services Mobile Communications Programme (ESMCP) Project Board, the ESMCP Project Manager will manage the ESMCP Project on a day-to-day basis. The Project Manager's prime responsibility is to ensure that the project meets its specified targets of time, cost, quality, scope, risk and benefits.

2. BACKGROUND

- Avon Fire & Rescue Service (AFRS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire, with fire stations and office locations in each area, including AFRS HQ based in Portishead.
- Along with other South West Fire and Rescue Services (FRSs), AFRS is required to make the transition from Airwave to the Emergency Services Network (ESN). At regional level, this will be overseen by a Transition Board, and implemented by a Transition Group. The Transition Group will consist of leads in key areas who will provide advice to individual FRSs and ensure that relevant national programme requirements are met in full and on time, whilst working in cooperation with the other Emergency Services as appropriate.
- AFRS has therefore formed an Emergency Services Mobile Communications Programme (ESMCP) Project Team to manage this transition, under the direction of the ESMCP Project Board.
- There is a Principal Team Manager for the project, who will liaise with each regional lead regarding any local technical input and queries. The Project Manager, being responsible for the day to day management of the project, will work with the Principal Team Manager to provide guidance and support to other project team members.
- Phase 1:
 - Avon Control room is ESN-ready by a date to be agreed.
 - Procurement of devices/applications
 - Operational procedures and training packages ready
 - Vehicle designs
 - Testing

- Phase 2:
 - Transition all South West resources from Airwave to ESN
 - Training
- Project Structure Chart:



3. DUTIES AND RESPONSIBILITIES

Under the overall direction of the ESMCP Project Board, the post holder will:

- Lead and motivate the project management team
- Ensure project team members comply with the issue and change strategy
- Establish and manage the project's procedures – risk management, issues and change control, records management and communication
- Establish and manage the project controls – monitoring and reporting
- Prepare the following baseline management products, in conjunction with any Project Assurance roles, and agree them with the Project Board:
 - Project Brief, including the Project Product Description
 - Benefits Review Plan
 - Project Initiation Documentation
 - Stage/Exception Plans
 - Work Packages
- Prepare the following reports:
 - Highlight reports (typically monthly)
 - Issue/exception reports if required
 - End stage reports
 - End project report

- Fire Authority reports if required
- Maintain the following records:
 - Issues Register
 - Risk Register
 - Daily Log (if used)
 - Lessons Log
- Authorise work packages
- Liaise with corporate management to ensure that work is neither overlooked nor duplicated by related projects
- Represent AFRS on South West Regional Transition Group
- Liaise with any external support or account managers
- Manage the information flows between the directing and delivering levels of the project
- Schedule audits to check that the products are consistent with the desired output and initiate any necessary corrective action
- Advise the Project Board of any deviations from the plan
- Perform the Project Support role
- Carry out any other duties that may reasonably be required in relation to a post of this nature.

GENERAL RESPONSIBILITIES

- Ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
- AF&RS requires all staff and supervisors to promote equality and diversity. You must:
 - ensure that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination
 - treat members of the public and other AF&RS staff with respect and dignity at all times
 - take action on witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
- Ensure you perform all duties in accordance with the principles and requirements of Data Protection legislation.

4. SUPERVISION & WORK PLANNING

- You will report to the ESMCP Project Board who will provide overall direction and priorities. You will receive guidance and support from the Principal Team Manager and/or the Project Executive.
- You will be expected to work with minimal supervision, using initiative to resolve day to day

issues, but liaising with the Principal Team Manager and/or the Project Executive on the most complex issues.

- You will manage and motivate a project team, to ensure that project aims and objectives are met.

5. SPECIAL NOTES AND CONDITIONS

- Although based at Service Headquarters, you may be required to work from any base within the Service area for which we will pay allowances where appropriate.
- As the Service looks to develop and implement new ways of working after the Covid-19 pandemic, you will be required to adapt your working practices and location to reflect any changes to ways of working implemented by the Service.

6. QUALIFICATIONS AND EXPERIENCE

Essential

- Demonstrable project management experience in multidisciplinary projects with many inter-dependencies
- In-depth knowledge project management tools to enable effective management of risks, issues and dependencies.
- Proficient IT skills in Microsoft applications (including producing reports, presentations, flow charts, pictures, graphs and diagrams).
- Strong analytical skills, and able to interpret a range of data to make recommendations.
- Excellent planning skills
- Effective time management skills and able to deal with competing priorities
- Effective leadership and people management skills
- Able to resolve problems associated with managing a complex project
- Attention to detail and able to produce accurate and well-presented reports
- Able to communicate effectively, verbally and in writing, at all levels, in and outside the organisation
- Conflict management skills - able to negotiate effectively to achieve mutually acceptable resolutions
- Knowledge of emergency services and current issues facing them

Advantageous

- Practitioner level qualification in project management.
- Previous experience of working in a Fire & Rescue Service or other emergency service

For official use only:	To be signed by postholder:
Date approved: 12 August 2020	Received:
Date effective:	Date: