

Job Description

# **Job Title:**

Estates Project Manager

# **Responsible To:**

Head of Property

# **Responsible For:**

External Consultants, Contractors, and Suppliers

# **Grade:**

Scale 9, Spinal Column Points 38-41, £49, 282- £52,413

# **Hours:**

36.25 hours per week

# **Location:**

Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH

# **Other terms and conditions:**

* National Joint Council for Local Government Services (Green Book)
* A Flexi Time Scheme is in operation.
* Ad Hoc Car User

# **Special Requirements**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service.
* It is a requirement of the post that the post holder will be able to attend evening and weekend meetings/events as required.
* This role is subject to an Enhanced Check with Barred Lists Check by the Disclosure and Barring Service (Optional – for all Prince’s Trust roles and some Prevention Roles plus ISAR)
* This role is subject to a Standard Check by the Disclosure and Barring Service (Optional – for all Grey Book and Green Book Prevention and Protection)

# **Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest, and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2022/04/Community-Risk-Management-Plan_2022-27-FINAL-VERSION-13-April-22-amends-page-15.pdf).

# **Job Role**

To manage the delivery of minor and major investment projects across LFRS Estate in line with the Property and Estate and Asset Management Strategy, Corporate Strategic requirements and to meet the requirements of corporate governance, regulations, policies and procedures.

# **Responsibilities**

* Undertake the role of Project Manager and/or Contract administrator on a range of Estates projects – major and minor, capital or revenue funded.
* Integrate and liaise with internal colleagues and stakeholders to ensure project requirements are understood, documented, and reported against throughout the life of project. Ensure delivery of effective communication and management of expectations. Adopting a customer focused approach.
* Managing and leading on the procurement of external consultants, contractors, and suppliers. Responsible for the contractual appointments, contract management, financial management and reporting to enable the successful delivery of planned works.
* Responsible for project delivery in line with project lifecycle, ensuring delivery to time, cost, and quality requirements. Providing project programmes to demonstrate and evidence.
* Prepare, submit, and monitor planning and building regulation applications where necessary. Report throughout the stages of the approval process.
* Undertake site and building appraisals in respect of planned project work, visiting site, as appropriate to obtain the required information to enable schemes to be developed. Ensure that appointed consultants, contractors, and suppliers are aware of and are issued with relevant as-built information and any other information relevant to the site.
* Ensuring that project developments are documented and communicated in writing to colleagues, consultants, contractors, and suppliers. Ensuring project sign off at the appropriate stage.
* Responsible for and adhering to requirements in relation to project management to ensure compliance with corporate governance, policies, and procedures. Ensuring escalation where appropriate.
* Contributing to developing and managing the implementation of new practices, policies and procedures as required to improve the delivery of service by the department and organisation. Taking ownership as required.
* Preparation and submission of project reporting in line with project meeting and project board dates or as and when requested.
* Ensuring compliance and adherence with health and safety requirements of the organisation and in line with legislation at all stages of a project. Responsible for ensuring appointed consultants, contractors and suppliers are adhering to all requirements and are updated of any changes throughout the life of a project.
* Responsible for ensuring the supervision of site works, adherence with health and safety requirements, ensuring quality standards of work, ensuring performance is achieved. Challenging where standards are not deemed to be acceptable and ensuring improvements have been implemented. Maintaining written records to evidence.
* Managing project finances throughout the project life cycle. Liaising and managing project Quantity Surveyors as necessary. Maintaining records to a high standard, evidencing expenditure, and ensuring that schemes are completed within approved budgets and on time.
* Ensuring that construction and handover stages are well managed and communicated to internal stakeholders. Taking responsibility for construction hand over and post-occupancy stages and ensuring that policies and procedures are adhered to.
* Act as a point of contact for the department, providing support to colleagues within the team and responding appropriately to queries from across the organisation.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with Lancashire Fire and Rescue Service Equality, Diversity, and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.

# **Employee Specification** Please note all criteria are essential unless otherwise stated.

# **Qualifications**

* Construction / Project Management related degree / qualification.
* RICS / APM Accreditation.

# **Experience**

* Minimum of 3 years post qualification experience in a related role.
* Experience of managing and delivering a programme of works with simultaneous construction projects.
* Experience of prioritising workloads to deliver specific projects within given timescale and budgets with minimal disruption to operational duties.
* Experience of negotiating, managing, and administering industry standard construction contracts including JCT and NEC.
* Demonstrable experience in use and application of project programming software to produce detailed project programmes.
* Demonstrable experience of Building regulations, Codes of Practice, and other relevant statutory legislation e.g. Equality Act.
* Experience in providing accurate advice, dealing with issues of a confidential nature and working to deadlines.
* Experience of developing and implementing working practices and procedures.
* Experience of chairing meetings and/or project teams.

# **Knowledge, Skills, and Abilities**

* Ability to work independently, with minimal supervision and under own initiative. Consideration of issues, developing solutions and taking appropriate, and timely action to resolve.
* Good effective communication skills, ability to liaise orally and in writing with colleagues at all levels both internally and externally.
* Good understanding of the construction methods, details, materials, and services.
* Good understanding of RIBA Plan of Works.
* Good understanding of public procurement regulations and understanding of procurement framework methodologies.
* Good understanding and experience of facilitating the co-ordination of CDM Projects, understanding of Client duties under the regulations.
* Ability to apply knowledge and experience of Social Value in construction projects.
* Ability to apply knowledge of environment and sustainability requirements in the built environment.
* The ability to apply a knowledge of safeguarding (as appropriate to the role)
* The ability to apply knowledge of health and safety as it is applicable to the job role.
* A commitment to inclusion, equality, and diversity.
* Demonstrate self-motivation and willingness to develop self with the role.

# **Desirable**

* NEC4 ECC Project Manager Accreditation.
* IOSH Manging Safely.
* AutoCAD.

# **Special Requirements of the Post**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of Lancashire Fire and Rescue Service as detailed in the terms and conditions of the post, see further details.
* It is a requirement of the post that the post holder will be able and be prepared to attend evening and weekend meetings/events as required.

# **Terms and Conditions**

# **Job Title:**

Estates Project Manager

# **Responsible To:**

Head of Property

# **Grade:**

Scale 9, Spinal Column Points 38-41, £49, 282- £52,413

# **Hours:**

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# **Location:**

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# **Car Parking:**

Free Car Parking Facilities are available at Service Headquarters.

# **Pension:**

Local Government Pension Scheme

# **Annual Leave Entitlement:**

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Spinal Column Point 37 and above:

0-5 years: 29 days

5-9 years: 29 days

10 years and above: 32 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

# **Other Terms and Conditions:**

* National Joint Council for Local Government Services.
* Lancashire Fire and Rescue Service operates a flexi-time scheme.
* Ad Hoc Car User

# **Car Categorisation**

Ad Hoc

Current Category ‘B’ (car) full driving licence. If it carries any endorsements, clearance will be required from the Head of Fleet and Technical Services before you can be appointed even if you are successful at interview.

It is also a requirement that you provide, at your own expense, a suitable vehicle for use when required on official business journeys.

If you use your own vehicle, you will be reimbursed for the use of the vehicle on authorised journeys in accordance with the “Lancashire Fire and Rescue Service Ad Hoc Car User Scheme”.

The vehicle provided must be fit for purpose and meet the following requirements:

* Valid MOT test certificate.
* Maintained in accordance with the manufacturer’s recommendations, kept in good condition and be always fully road legal.
* Insured for you to drive on official business journeys.
* It should be noted that the provision of your own vehicle does not preclude Lancashire Fire and Rescue Service requiring you to use service transport where this is considered more appropriate and in the interests of the organisation. However, it is a condition of employment that you will have the approved vehicle at your disposal whenever required for official business.

# **Clearances:**

* Satisfactory references
* Standard Disclosure and Barring Service Check
* Enhanced Disclosure and Barring Service Check
* Occupational Health Assessment

It is unacceptance for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.