West Yorkshire Fire & Rescue Service

Job Description.

### Post Title: Junior ICT Project Manager.

**Grade: Grade 5.**

**Responsible To: ICT Project Manager**

**Purpose Of Post: Responsible for assisting in the planning, execution, and closing of various Information and Communication Technology (ICT) projects. Working closely with senior project managers and cross-functional teams to ensure the successful delivery of projects within scope, time, and budget constraints.**

# Organisational chart.

A diagram of a business diagram

Description automatically generated

# Main duties and responsibilities of the role.

1. Project Planning and Control (Skills Framework for the Information Age Level 3):

Assist in developing project plans, timelines, and resource allocation.

Monitor and control project progress against the plan.

Identify and mitigate risks and issues.

1. Requirements Definition and Management (SFIA Level 3):

Collaborate with stakeholders to gather and document project requirements.

Ensure requirements are clearly understood and aligned with project objectives.

1. Stakeholder Relationship Management (SFIA Level 3):

Build and maintain positive relationships with project stakeholders.

Communicate project updates and status reports to stakeholders.

1. Change Implementation Planning and Management (SFIA Level 3):

Contribute to change management plans for project implementations.

Facilitate the smooth transition of changes into the operational environment.

1. Quality Management (SFIA Level 2):

Assist in defining and implementing project quality standards.

Conduct quality reviews and ensure adherence to established standards.

1. Risk Management (SFIA Level 3):

Identify and assess project risks.

Assist in developing risk mitigation strategies and contingency plans.

1. Learning and Development (SFIA Level 2):

Actively engage in continuous learning to enhance project management skills.

Seek opportunities for professional development.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:

* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.

1. A satisfactory **Standard** Disclosure and Barring check is required for the role.
2. This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home. The actual pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs.

# Skills and experience requirements for this role.

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application,’ will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Proven track record of ICT project delivery using a project methodology and lifecycle. | Essential. | Application & Selection Process. |
|  | Proven track record of managing a small team of cross functional resources. | Essential. | Application & Selection Process. |
|  | Experience of software development projects | Desirable. | Application & Selection Process. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | One of the following: - APM Project Management Qualification (PMQ), Prince2, Agile Project Management. | Essential. | Application. |
|  | Knowledge and experience of using Microsoft ® Office including Word, PowerPoint, Excel, SharePoint, Outlook, and VISIO. | Essential. | Application & Selection Process. |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Excellent problem-solving and analytical skills. | Essential. | Application & Selection Process. |
|  | Proven record of interpersonal and communication skills, managing risk and the appropriate escalation. | Essential. | Application & Selection Process. |
|  | Ability to work collaboratively in a team environment. | Essential. | Application & Selection Process. |
|  | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process only. |
|  | Demonstrate commitment to and understanding of Equality & Diversity, NFCC Core Code of Ethics and WYFRS values. | Essential. | Selection Process only. |
|  | To hold and maintain a current full UK valid car driving licence, as there may be some travel to WYFRS premises throughout West Yorkshire. | Essential. | Application & Selection Process. |

Job Description last updated: Created February 2024.