**TITLE OF POST: Projects Manager (Estates)**

**GRADE: Scale POD (SCP 33-36)**

**RESPONSIBLE TO: Head of Estates**

**MAIN PURPOSE OF JOB:**

The Projects Manager is responsible for implementing, providing senior support and management of the Service’s business to support the vision and delivery of Creating the Safest Community.

Under the guidance of the Head of Estates, you will support our strategic goals by managing and delivering the Estates Department agenda, through achieving departmental objectives as well as managing efficiencies and quality service at all times.

# 1 MANAGEMENT DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. To efficiently manage the delivery of departmental activities within the Service.
  3. Manage the implementation of the Authority’s strategic and Integrated Risk Management Plans within your department.
  4. Deliver the development, management and evaluation of strategic organisational projects and activities relative to the work of the HR department by applying appropriate management strategies.
  5. Contribute to the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
  6. Support the Head of Estates on the preparation, monitoring and review of revenue and capital budgets as appropriate.
  7. Continuously review working practices to identify and manage change programmes to promote continuous improvement.
  8. Manage appropriate and robust quality and assurance systems within the department.
  9. Manage and maintain positive and effective liaison links with appropriate organisations and partners as required.
  10. Support and prepare quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  11. Contribute and deliver the implementation of sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
  12. Manage the performance of our people through transparent, structured Personal Development Plans. Driving performance through objective setting, timely reviews and where required structured development plans.
  13. Ensure complete compliance with the Data Protection Act and to ensure data security is maintained, through the management of your department.
  14. Undertake any other duties as directed

**2. ROLE SPECIFIC DUTIES**

* 1. To deputise for and support the Property Manager when appropriate.
  2. Engage, direct, monitor, control and deliver both internal and external staff in meeting the needs of the planned works programmes in the delivery of the functions workloads.
  3. Implement and manage all activities, resources and personnel relating to all planned, reactive and cyclical maintenance programmes as directed in line with relevant legislation, service guidelines, and departmental targets.
  4. To systematical review and monitor BEMS and CCTV systems, ensuring systems remain fully operational.
  5. Liaise with all internal and external personnel to ensure compliance with policy, financial regulations, standing orders, legislation to deliver the needs of the planned and programmed works.
  6. Provide senior support and advice to other departments relevant to specific works projects/programmes.
  7. Deliver comprehensive project management service in line with relevant guidance and best practice.
  8. Identify and highlight relevant risks associated with programmed and project activities and research, develop and deliver appropriate solutions.
  9. Continuously maintain an up to date knowledge of current standards, legislation and new developments relating to estates management.
  10. Attend internal and external training courses as necessary

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees within your department:-
   2. Take reasonable care for their own health and safety.

3.3 Consider the safety of other persons who may be affected by their acts or omissions and to

cooperate with their employer to perform and comply with any duties or requirements imposed upon them.

* 1. Work with machinery, equipment and substances in accordance with information and training provided.
  2. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
  3. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
  4. Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety and Welfare Manual.

1. **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To be responsible for managing equality and diversity policies through engagement and a positive attitude to secure continuous improvement in organisational culture.

4.2 To ensure your department have an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**   
   1. To ensure your department promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To ensure your department demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.