**TITLE OF POST: PROJECT MANAGER – HEBBURN CFS**

**GRADE: SCALE POF (SCP 38) 24 MONTHS- FIXED TERM**

**RESPONSIBLE TO: HEAD OF ESTATES AND FACILITIES**

**MAIN PURPOSE OF JOB:**

To be responsible and ensure that our new community fire station is planned, developed and constructed in-line with RIBA Stages of work guidelines, whilst adhering to Time, Cost, and Quality (TCQ) principles.

**MAIN DUTIES AND RESPONSIBILITIES**

**1 GENERAL DUTIES**

* 1. To promote the Service vision, ‘Creating the safest community’.
	2. To ensure that all policies and procedures within the function are adhered to and in accordance with regulations, lean thinking and value for money principles.
	3. To assist in the implementation of relevant policies and procedures in line with current and future national policy, best practice, and are compliant with all relevant regulations and legislation.
	4. To deputise for and support the Head of Estates and Facilities when appropriate.

1.5 To engage, direct, monitor, control and co-ordinate external partners in support of the delivery of Hebburn CFS.

* 1. To organise and manage all activities and resources relating to Hebburn CFS.
	2. To be responsible for monitoring the capital expenditure budget for Hebburn CFS in line with Service policy and procedure.
	3. To deliver advice and guidance to other departments relevant to Hebburn CFS.
	4. To be responsible for the effective delivery of a comprehensive project management service in line with relevant guidance and best practice.
	5. To develop and produce a variety of management and departmental reports and documents i.e. specifications, delegations, tenders, capital reports and HSW updates.

1.12 To identify and highlight relevant risks associated with project activities and research, develop and deliver appropriate solutions.

1.13 To be responsible maintaining an up to date knowledge of current standards, legislation and new developments relating to estates management.

1.14 To ensure compliance with the General Data Protection Regulations and ensure data security is maintained.

1.15 To attend internal and external training courses as necessary.

* 1. To undertake any other duties appropriate to the post.
1. **HEALTH AND SAFETY (GENERAL POLICY)**

2.1 By reference to current health and safety legislation and the Service's

 Health and Safety Policy to ensure that all employees:-

* Take reasonable care for their own health and safety
* 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
* Work with machinery, equipment and substances in accordance with information and training provided
* Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare
* Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
* Conduct line management responsibilities in relation to section 2.1 of the Services Health and Safety welfare manual

**3 DIVERSITY AND EQUALITY (GENERAL POLICY)**

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

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

3.3 To challenge inappropriate behaviour and non-compliance with diversity and equality policies, proceduresand principles.

**4 SAFEGUARDING CHILDREN AND VULNERABLE PERSONS**

4.1To promote the application of the Authority’s Safeguarding Policies.

**5 ENVIRONMENT STRATEGY**

5.1To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.