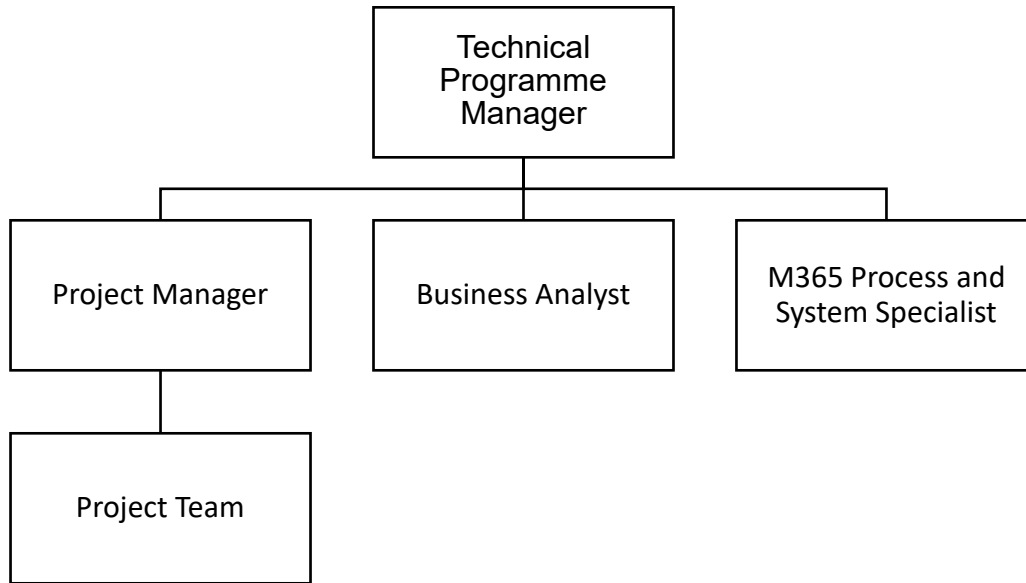


<b>Job Title</b>	<b>Project Manager</b>		
<b>Post Reference</b>	TBC	<b>Temporary/Permanent</b>	Temporary
<b>Grade</b>	6	<b>Hours</b>	37
<b>Reports to</b>	Technical Programme Manager		
<b>Line Management Responsibilities</b> (Direct and Indirect)	Management of project team. Direct line management of key project team members (TBC).		
<b>Directorate/ Department</b>	BIS, Corporate Services		
<b>Location</b>	HQ with local travel		
<b>Politically Restricted</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		
<b>Safeguarding Level Required</b>	<input checked="" type="checkbox"/> <b>Level 1</b> <input type="checkbox"/> <b>Level 2</b>		
<b>Main Purpose of the Job</b> To lead and manage the successful delivery of large, complex business change and IT projects, including all associated business and IT deliverables. Advise sponsors and stakeholders on change and project management to ensure delivery to agreed timescales, cost and quality.			

## Organisational Structure



## Key Responsibilities and Deliverables:

**Scope** - Accountable for the successful project management and end to end delivery of all aspects of large, complex, business critical change and IT projects.

**Stakeholder Management** - Accountable for managing the overall relationship with the project sponsor and other project stakeholders, ensuring that communication strategies and action plans are set up and delivered to support effective decision making.

**Risk and Issue Management** - Accountable for identifying and escalating project risks, issues and dependencies as appropriate, and for proposing solutions to minimise risks and overcome identified issues.

**Documentation** - Accountable for producing and maintaining key project documentation in line with the established methodology and programme requirements as well as producing any other documentation that may be necessary to meet the needs of the projects and stakeholders.

**Budgeting** - Responsible for the preparation of project budgets to meet agreed strategies and monitor expenditure and compliance with procedures, levels of authority and audit requirements.

**Project Methodology** - Accountable for ensuring that, in line with own areas of responsibility, consistent, professional project planning, execution, communication, analysis, and reporting occurs, in line with the agreed methodology. Supports in continuous improvement of the project delivery methodology across the Service, acting as a centre of excellence for the organisation.

Employs appropriate project management methodologies, to deliver outcomes to the appropriate time, cost, quality and scope.

**Leading Teams** - Responsible for building, leading and managing cross functional project teams, ensuring clear roles, responsibilities and accountabilities within the team are established and delivered.

**Change Champion** - Acts as a change champion enabling people to understand the benefits and issues associated with planned change and to identify/overcome any barriers to success of change initiative. Works with business managers to deliver the enablers, business changes and benefits identified in the Benefits Management process, and to ensure periodic review and update as scope and knowledge evolve.

Establish, develop and maintain effective working relationships with all work colleagues, contractors and partnering agencies to ensure an integrated contribution across the Service.

Observe and comply with RBFRS policies and procedures

Observe and continually promote equity and inclusion aligned with organisational aims and objectives.

Continuously seek realistic ways to improve efficiency and effectiveness in your role, to help the department, and RBFRS, achieve its goals.

Participate in learning and development activities that develop personal effectiveness and assist in improving performance in the role.

Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

## Person Specification

Qualifications and training	On recruitment	After Training
Project Management Qualification e.g. Prince2, AgilePM, PMP	X	
5+ years' project management experience	X	

Knowledge, skills and experience	On recruitment	After Training
Experience delivering complex projects, preferably in a blue light service	X	
Hands on experience of working with a variety of Project Management methodologies	X	
Stakeholder management	X	
Planning, project tracking, budget, risk, issue and benefit management	X	
Managing teams, including direct line management	X	

## Other Requirements

Ability to travel to other locations across the Thames Valley, plus the ability to visit other Services as required.

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

## RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Others**

### Leading Yourself (Behaviours for Everyone)

Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
Supportive	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
Inclusive	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

### Leading Others (Behaviours for those who Manage/Influence Others)

Safe	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
Supportive	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
Inclusive	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.

### Leading the Service (Behaviours for those in Senior Management Positions)

Safe	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
Supportive	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
Inclusive	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

<b>Profile prepared by:</b>	Ellie Wilde		
<b>Approved by:</b>	Lukasz Wrona		
<b>Profile Effective from:</b>	1 <sup>st</sup> January 2026	<b>Last reviewed:</b>	June 2025
<b>Post holder name:</b>	HBIS	<b>Signature:</b>	LPW
		<b>Date:</b>	10/06/2025