

## **SOUTH WALES FIRE AND RESCUE SERVICE**

### **JOB DESCRIPTION**

<b>Department</b>	Business Support
<b>Post</b>	Transformation Programme Manager
<b>Post No</b>	505724
<b>Grade</b>	13
<b>Location</b>	Fire and Rescue Service Headquarters
<b>Responsible to</b>	Director of Strategic Change and Transformation
<b>Responsible for</b>	N/A

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

#### **MAIN PURPOSE OF THE POST**

To perform a key role in the delivery of a programme of service improvements and governance to support the implementation of all the recommendations outlined by the Service's recent independent Culture Review Report and the activity set out in the Commissioners Terms of Reference.

#### **DUTIES AND RESPONSIBILITIES:**

1. Take the lead in coordinating the governance structure meetings to ensure robust oversight and scrutiny of plans and actions is achieved.
2. Lead on coordinating the Commissioners and Service governance infrastructure and processes for specific work-streams related to the project.
3. Project manage the development of the deliverables to inform the development of a Service wide plan.
4. Develop and maintain all project documentation including business cases, project initiation documents, project plans, risk and issues logs and progress reports.
5. Role model the use of best practice tools including the adoption and spread of evidence informed practice and transformational change.
6. To ensure high levels of Service wide and stakeholder engagement and discussions.
7. Provide additional capacity into individual priority work-streams as required.

8. Support the development of system-wide benefits identification and tracking.
9. Provide support into enabling work-streams, as required.
10. Identify inter dependencies and encourage join up of work where appropriate.
11. Support the working groups in engaging across all service departments providing expert input and requirements to influence the cultural factors underpinning the projects as well as the practical steps in delivering its objectives.
12. Promote the empowerment of staff and stakeholders on behaviour change and innovation in system and procedures redesign.

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

**Above all else candidates will be transformational in their approach and demonstrate an alignment to the NFCC Core Code of Ethics.**