

## Role Profile (CVF)

District/Department	Business Change & Innovation	Rank/Grade	Band E
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<b>Role purpose:</b>	Work as part of a team to analyse, plan and manage the implementation of collaboration activity between South Yorkshire Police and South Yorkshire Fire and Rescue. Working in line with both organisations key strategies and business requirements. Deliver a range of customer focussed services to the organisations ensuring performance and quality standards are achieved in accordance with customer needs.
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Summary of Duties:	
<p>Lead and be involved with projects. Direct, research, analyse and produce reports formulating appropriate recommendations and action plans within agreed parameters.</p> <p>Identify opportunities for effectiveness and smarter ways of working for both organisations.</p> <p>Produce well-structured high quality project documentation to Prince 2 standards.</p> <p>Provide briefing papers and other reports for the respective Project Boards, Senior Management and key stakeholders.</p> <p>Produce project documentation in such a way as to make the information understandable to the target audience, enabling them to make informed decisions based on that information.</p> <p>Effectively manage resources, technical planning, procurement and implementation of projects. From initial conception and planning to implementation and subsequent monitoring.</p> <p>Ensure that agreed quality standards, budgets and timescales are adhered to, and best practice project management principles and techniques are adopted throughout the project lifecycle.</p> <p>Critically evaluate and adapt service delivery to meet the changing needs of customers ensuring effective liaison, and establish open communication channels.</p> <p>Liaise with other practitioners and specialist functions in developing innovative, timely and cost effective best practice solutions that can be implemented across both organisations.</p> <p>Participate in the decision-making process and make recommendations on a range of issues on a regular basis, to the Programme Managers.</p> <p>Provide advice and guidance to support groups and staff</p> <p>Work with specialist teams/suppliers where appropriate across multiple sites, holding regular team meetings and monitoring performance.</p> <p>Act as a technical expert on specialised and related projects, ensuring they meet the relevant national guidelines and strategies.</p> <p>May be required to work outside normal working hours and travel around and outside of the South Yorkshire area.</p> <p>Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.</p>	
Competencies/behaviours	
<p>Please access the College of Policing website and refer to the <b>Competency and Values</b> for a definition of the values and essential behaviours for each required competency level.</p>	
<p><b>Competency</b></p> <p><a href="https://profdev.college.police.uk/competency-values/">https://profdev.college.police.uk/competency-values/</a></p>	<p><b>CVF Level</b></p> <p>Level 1 – Practitioner</p> <p>Level 2 – Supervisor/Middle Manager</p> <p>Level 3 – Senior Manager/Executive</p>
We are emotionally aware	2
We take ownership	2

We are collaborative	2
We deliver, support and inspire	2
We analyse critically	2
We are innovative and open-minded	2
<b>Core values for ALL employees:</b>	
Integrity	Public Service
Impartiality	Transparency

<b>Experience, Education and Skills:</b> <i>Ideally between 4 and 6 of each</i>
<b>Essential Criteria (used for short-listing):</b>
Educated to Degree Level in an appropriate subject matter area or equivalent work experience.
Knowledge and experience of project planning and methodologies - PRINCE2 practitioner
Knowledge and experience of strategy and planning
Experience in Business Analysis techniques and methodologies
Knowledge and experience of business models and continuous improvement models
Knowledge and understanding of fire services and activities.
<b>Desirable:</b>
Knowledge and understanding of fire services and activities.
Knowledge and understanding of policing and policing activities including the Police Activities Glossary
Knowledge and experience of dealing with a commercial market- dealing with suppliers and contracts