

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

DEPARTMENT	Business Support
POST TITLE	Transformation Programme Manager
POST NO	505724
GRADE	13
LOCATION	Fire and Rescue Service Headquarters
RESPONSIBILITIES FOR RESOURCES / STAFF	N/A

Essential criteria marked in **bold with an asterisk*** will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the 'Experience and Other Information' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Factor	Evidence	Essential/Desirable	How Identified
Qualifications	PRINCE2 or equivalent programme and project management qualification or demonstrable project delivery experience. *	Essential*	Application* & Selection
Knowledge/ Experience	Understanding of change management methodologies and their practical application to programmes and projects and in the workplace.	Essential	Application* & Selection
	Experience of producing a full range of change management deliverables and managing change activities for programmes and projects of higher complexity.	Essential	Selection
	Experience of designing and implementing changes to process, people, and technology-based initiatives, including the ability to assess complex technical and process information to identify business impacts.	Essential	Selection
	Experience of assessing complex data as an aid to solving business problems and presenting options papers that weigh up risks and opportunities.	Essential	Application* & Selection
	Experience within the fire and rescue sector, human resources and people management or associated areas of cultural change and	Desirable	Application* & Selection

	<p>transformation.</p> <p>Experience of MS Office suite particularly Excel, Word, PowerPoint and Outlook.</p> <p>The ability to communicate through the medium of Welsh.</p>	Desirable	Selection
		Desirable	Selection
Personal Style	<p>Ability to promote and manage diversity and demonstrate a fair and ethical approach in all situations.</p> <p>Ability to work with full compliance with organizational policy and legislative guidance, respecting any sensitive information that is presented.</p> <p>Ability to consistently project and promote a confident, controlled, and focused attitude in highly challenging situations.</p> <p>Proactive in promoting change and the ability to seek opportunities to promote improved organisational effectiveness.</p> <p>Ability to work independently, while also aligning with standard reporting and risk management approaches.</p> <p>A growth mindset and be able to encourage this within others.</p>	<p>Essential*</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application* & Selection</p> <p>Selection</p> <p>Selection</p> <p>Selection</p> <p>Selection</p> <p>Selection</p>
Intrapersonal	<p>Ability to lead, involve and motivate others within the Fire & Rescue Service and in the community.</p> <p>Ability to communicate effectively both orally and in writing to a wide range of audiences.</p> <p>Commitment to and ability to develop self, individuals, and teams to improve organisational effectiveness.</p>	<p>Essential*</p> <p>Essential</p> <p>Desirable</p>	<p>Application* & Selection</p> <p>Selection</p> <p>Selection</p>
Task	<p>Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements.</p> <p>Ability to create and implement effective plans to deliver a range of organizational objectives.</p> <p>Able to prioritise conflicting high-level demands, remaining calm when under pressure, to achieve objectives within tight and often changing timescales.</p>	<p>Essential</p> <p>Essential*</p> <p>Essential</p>	<p>Selection</p> <p>Application* & Selection</p> <p>Selection</p>