



## Job Description and Person Specification

# Assistant Chief Fire Officer: Community Protection

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## Job Description

Role Title	<b>Assistant Chief Fire Officer: Community Protection</b>	Reporting to	<b>Chief Fire Officer</b>
Location	<b>Administration and Technical Hub</b>	Role/Grade	<b>Brigade Manager</b>

### Purpose of the Job

Within the general policy of the Chief Fire Officer, the purpose of this job is to ensure that the Fire Authority and the Brigade can efficiently and effectively discharge all of its statutory duties and other requirements.

Corporately, this relates to Principal Officer direction on strategic, business, risk performance and financial management; organisational policy development and structures; communications; and championing the Brigade's values and behaviours, innovation, best practice, change and collaborative and partnership working.

Functionally this relates to strategic leadership in the development and delivery of the Authority's Community Integrated Risk Management Plan through the planning and designing of prevention, protection and operational services and associated resources to reduce the Brigade's risks and secure continuously improved community safety outcomes.

The Assistant Chief Fire Officer is required to perform operational command at Gold Strategic Command level, sit on the Principal Officer Command Rota, assume operational incident command in the absence of the Chief Fire Officer; and, outside the PO Rota, to be continuously available to the Authority and Brigade for appropriate duties as may be necessary.

## **Key Duties and Responsibilities**

### **Corporate**

- 1.1 To fully support the Chief Fire Officer to ensure the continuous professional support to the Fire Authority in the efficient and effective discharge of all of its statutory responsibilities
- 1.2 To fully support the Chief Fire Officer to strategically manage Cleveland Fire Brigade in line with the priorities set out in the Home Office 'Fire and Rescue National Framework for England' and the Authority's strategic, business, risk, performance and financial management frameworks
- 1.3 To fully support the Chief Fire Officer to drive, develop and deliver the Authority's Community Integrated Risk Management Plan and:
  - reduce the number of fires and other emergencies occurring
  - reduce the loss of life in fire and other emergencies
  - reduce the number and severity of injuries occurring in fire and other emergencies
  - reduce the commercial, economic and social impact of fire and other emergencies
  - provide the community with value for money
  - ensure the efficient and effective provision of resources by actively seeking efficiencies
- 1.4 To be an Ambassador of the Fire Authority by engaging and working with Partners, Communities and Staff and promoting its vision, goals, priorities and values
- 1.5 To champion continuous improvement and efficiency, and achieve improved value for money and high-quality outcomes for the residents of Teesside
- 1.6 To be responsible and accountable for the performance and achievement of the Authority's corporate objectives through the effective management of functional teams and continuous self-development
- 1.7 To form part of the Joint Consultation and Negotiation Committees with representative bodies in order to manage change in a constructive and positive climate of strong employee relations
- 1.8 To operate within a stringent corporate governance framework maintaining the highest standards of conduct
- 1.9 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, training and education, health and safety, and health and wellbeing strategies
- 1.10 To be a proactive member of the Brigade's Executive Leadership Team demonstrating high levels of personal performance and commitment to the team
- 1.11 To represent the Authority and its Brigade at key local, regional and national events to enhance and support the reputation of the Authority as a progressive organisation and raise the civic awareness of the wider role of Cleveland Fire Brigade
- 1.12 To ensure compliance with the Data Protection Regulations

## Incident Command and Strategic Decisions

- 1.13 To function as a Brigade Manager within the National Incident Command System, providing out of hours Principal Officer cover on a rota basis for operational incidents at strategic and critical Gold Command level
- 1.14 When nominated, to assume operational command in the absence of the Chief Fire Officer
- 1.15 To be continuously available to respond on a 24/7 basis to any strategic and operational matters

## Functional

- 1.16 Lead and strategically manage the Brigade's **prevention services and resources** relating to:
  - Home Safety: provide education, advice and where necessary risk reduction equipment to prevent deaths, injuries and/or accidental dwelling fires and/or to mitigate damage caused as a result of an accidental dwelling fire.
  - Road Safety: provide coordinated education and advice to targeted members of the community to prevent deaths, injuries and/or vehicle accidents.
  - Neighbourhood Safety: improving the safety and quality of life of local communities by working in partnership with other agencies to reduce incidents of anti-social behaviour and small fires.
  - Social Care: provide added value to the services that communities and citizens receive from the Brigade not just those that are fire related.
- 1.17 Lead and strategically manage the Brigade's **protection services and resources** relating to:
  - Legislative Enforcement: enforcing the arrangements set out in the Regulatory Reform (Fire Safety) Order 2005 by providing arrangements to enforce the law relating to fire safety including a robust audit, inspection, evaluation and enforcement regime that targets properties and property types against risk
  - Statutory Consultation: in line with the Building Act 1984 and the Licensing Act 2003, responding to consultations in order to provide early indications of, and designs to overcome, fire safety compliance issues prior to commencement of building works or changing use of particular premises.
  - Business Safety: develop professional relationships with business, commerce and industry to promote fire safety awareness
  - PREVENT: work with Partners to provide practical help to prevent people from being drawn into terrorism and extremism
  - Driving and strategically leading the development and usage of automatic fire suppression systems, particularly the concept of Low Cost Suppression Systems in Social Housing.

1.18 Lead and strategically manage the Brigade's **emergency response services and resources** relating to:

- Emergency Response: dealing with various risks/emergencies such as fires in buildings, vehicles and open spaces; road traffic collisions; water rescues; hazardous materials releases; explosions; structural collapse; rescue from heights and animal rescues.
- Non-Emergency Response: dealing with requests for services that do not require an urgent risk critical response aligned to saving life and property.
- Fire Control: providing effective arrangements in the emergency Communication and Mobilising Hub for dealing with calls for help and for summoning personnel
- Fire investigation: ensuring that the cause of fire is known and this information is utilised to develop risk reduction strategies, direct resources against risk, apprehend offenders and assist coroners to determine cause of death.
- Business Continuity: providing effective resilience and recovery arrangements through the identification; integration, maintenance and development of the Brigade's critical business, operational and ICT strategies as detailed in its Business Continuity Framework.
- Emergency Planning: identifying emergencies that pose immediate risk to life, health, property or environment; reducing the chance of those emergencies taking place; and reducing the impact of that risk should it not be possible to remove it.
- National Resilience: planning, preparing and maintaining a capability to respond to Chemical, Biological, Radiological and Nuclear; and the FRS components of the Government's Counter Terrorism Strategy and HM's Government Protective Security Framework in co-operation with other Category 1 Responders. In addition advising the ICT Services with regard to resilient communications security and inter-service interoperability frameworks at National, Regional and Local Resilience Forum levels

1.19 Lead and Strategically Manage the Brigade's **operational policy and support services and resources** relating to: operational policy and guidance; operational assurance; fleet and equipment and health and safety

1.20 Lead and strategically manage the Brigade's **corporate communications and engagement services and resources** relating to: strategic communications, community and staff engagement and consultation; press media and marketing; and electronic media management

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive

## **Role Map**

In addition to the general qualities required of a Chief Fire Officer, the post holder is subject to the Fire and Rescue Service Brigade Manager Role Map. You will be expected to be able to evidence that you are competent when judged against this role map and the successful candidate will be required to maintain that competence through continuing professional development.

- EFSM1: provide strategic advice and support to resolve operational incidents
- EFSM4: plan organisational strategy to meet agreed aims and objectives
- EFSM5: plan implementation of organisational strategy to meet objectives
- EFSM7: evaluate organisational performance against agreed measures
- EFSM8: lead organisational strategy through effective decision making
- EFSM13: select required personnel
- EFSM14: manage the performance of teams and individuals to achieve objectives
- EFSM15: develop teams and individuals to enhance work based performance
- EFSM16: manage yourself to achieve work objectives
- EFSM20: exchange information to ensure effective service delivery

## **Values and Behaviours**

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade's application pack; if this is not the case please contact the Brigade's Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

## **Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the 'Undress Uniform'; the 'Grey Book Watch Manager and above Office Wear Uniform' and the 'Workwear Uniform' as set out in the Brigade's Dress and Appearance Policy.

## Person Specification

Category	Criteria	Measure
<b>Qualifications Competences</b>	<ul style="list-style-type: none"> <li>Ability to provide Strategic Operational Command Level 4 (Sector Competent) (E)</li> <li>Level 7 in Leadership and Management or relevant degree (E)</li> <li>Ability to demonstrate competence at Strategic Gold Command (E)</li> <li>Executive Leadership Programme (D)</li> <li>Corporate Membership of the Institute of Fire Engineers (D)</li> </ul>	AF/AC AF AC AF AF
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial work experience at Senior Strategic level (E)</li> <li>Significant experience at providing strategic leadership, command and support of fire operations to resolve large complex incidents (E)</li> <li>Considerable experience of contingency and emergency planning (E)</li> <li>Experience of working within a political environment with Elected Members, Members of Parliament and Government Bodies (E)</li> <li>Significant experience of planning and leading organisational strategy through effective decision-making and analysis of risk (E)</li> <li>Experience and sound understanding of financial and resource implications for a large public organisation and achievement of managing budgets in a demanding arena. (E)</li> <li>Successful track record of driving and managing change (E)</li> <li>Experience of using innovative approaches to delivering public services taking a broad view of stakeholders and partners and capitalising on the opportunities that presents. (E)</li> <li>Demonstrable record of improved organisational performance, significant efficiency savings and innovative new models of service delivery. (E)</li> <li>Substantial leadership in equality, diversity and inclusion; training and education; health, safety and wellbeing ; and values and behaviours (E)</li> </ul>	AF//I  AF/AC AF/I AF/I  AF/I  AF/I AF/I  AF/I  AF/I
<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate a high level of political awareness and understanding of the structure of the Fire and Rescue Authority (E)</li> <li>Ambitious, forward thinking, innovative (E)</li> <li>Exceptional interpersonal skills (E)</li> <li>Ability to produce detailed reports and policies (E)</li> <li>Strong leadership skills to engage, influence, enable and motivate others both within the organisation and externally (E)</li> <li>Thorough understanding of the local, regional and national issues facing the FRS (E)</li> <li>High level of communication, negotiation, diplomacy, influencing and advocacy skills demonstrating the ability to communicate clearly and effectively in interpersonal relations, industrial relations and with the media, both orally and in writing (E)</li> <li>Ability to understand differing team cultures and promote a positive work environment by upholding the organisational core values, championing equality, diversity and inclusion and employee health, safety and wellbeing (E)</li> </ul>	AF/I AF/I AC/I AC/AF  AF/AC/I  AF/I  AF/AC/I  AF/AC/I

<b>Skills, Knowledge and Aptitudes</b>	<ul style="list-style-type: none"> <li>Well-developed analytical skills with a proactive approach to problem identification and problem solving including complex management issues (E)</li> <li>Strong commitment to learning and development to improve organisational effectiveness (E)</li> <li>A high degree of personal integrity (E)</li> <li>Commitment to the principles of continuous professional development (E)</li> </ul>	AF/AC/I  AC/I AF/I/R  AF/I
<b>Other</b>	<ul style="list-style-type: none"> <li>Current UK driving licence (E)</li> <li>Baseline Personnel Security Standard and Non Police Personnel Vetting at Level 3 and National Security Vetting at SC level. (E)</li> </ul>	C C

### **Key Criteria**

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate