

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Northumberland Fire and Rescue Service (NFRS)
SERVICE:	Fire & Rescue
JOB TITLE:	Deputy Chief Fire Officer/Service Director
GRADE:	Deputy CFO (Gold Book)
RESPONSIBLE TO:	Chief Fire Officer
RESPONSIBLE FOR:	Designated NFRS service
Service:	
Employees:	All service personnel as determined by the Chief Fire Officer
Budget:	As determined by Chief Fire Officer
Other Resources:	Equipment and additional County Council wide resources as required

JOB PURPOSE

To be responsible for leading the inspection and regulation of Northumberland Fire and Rescue Service, providing support and shared deputising for the Chief Fire Officer and working alongside the other Principal Officer to ensure that NFRS has effective strategic leadership and management arrangements for all aspects of the County's Fire & Rescue Service and Civil Contingencies related issues.

To ensure that NFRS has efficient leadership, co-ordination and management of the Fire & Rescue Service to meet robust inspection and regulation arrangements in accordance with statutory requirements and to meet the expectations of HMICFRS.

To lead the provision of a regulatory risk management framework which ensures effective delivery of all NFRS services on a county wide basis and beyond, where necessary to meet national resilience requirements.

To lead and ensure that NFRS has an effective programme and performance management framework and that the County Council have full oversight of all such arrangements. That such arrangements meet the expectations of The Home Office & HMICFRS's inspection and regulation regime.

To make a positive and effective contribution to the corporate management arrangements of the County Council as determined by the Chief Fire Officer and the Council's Chief Executive.

KEY STATUTORY/FUNCTIONAL RESPONSIBILITIES:

In accordance with the Fire and Rescue Services Act 2004 and all related primary or secondary legislation and or regulations, to effectively discharge all statutory and operational strategic Command responsibilities on behalf of the Chief Fire Officer and to be directly responsible for the management of all executive, administrative and operational matters.

Deliver rostered operational emergency response (Strategic Command and at scene) cover as part of the Principal Officer Group in NFRS, and regional and national response on a 24/7 basis. This cover will require both strategic and critical Gold Command provision.

On behalf of the Chief Executive, to support and deputise for the Chief Fire Officer as the Principal Advisor to the Authority on all Fire & Rescue Service matters, advise the Council on strategic matters relating to Fire & Rescue policy, inspection and regulation and to ensure adequate standards of fire and rescue delivery for the protection of life and property and for the carrying out of humanitarian services within the responsibilities of the Council and as required by national, regional and local guidance and standards.

To deputise for the Chief Fire Officer on any Business Continuity Planning and related resilience matters for Northumberland County Council including those that are related to inspection and regulatory matters.

To lead for the effective policy development, planning and performance of NFRS, ensuring that the County Council has adequate oversight of the performance and programme management framework that NFRS is working to, ensuring that it is regularly updated and that it has outcomes which cover all aspects of the inspection and regulation regime required under HMICFRS.

To take a lead in the development of a culture within the service which promotes innovation and improvement through inspiring and thoughtful leadership and the active engagement of staff.

To take responsibility for the creation of more effective partnership working with external agencies as well as the County Council to extend the impact and value of NFRS's activities in accordance with aspirations of the County Council.

PRINCIPLE ACCOUNTABILITIES - SUPPORT SERVICES

1. Provide strategic leadership and management and professional advice to the Chief Fire Officer and Chief Executive as required on all matters of inspection and regulation relating to Fire & Rescue Service issues.
2. Ensure the provision of timely and accurate advice and information to the Chief Fire Officer and Chief Executive, relevant political management, advice on development and review of inspection and regulation, related to Fire & Rescue Service related issues. Ensure that these are integrated with Corporate, Directorate and Partner Agencies' strategies.
3. As directed by the Chief Fire Officer determine the most effective utilisation and deployment of resources (Human, Physical, Financial) within the Fire & Rescue Service in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.
4. To ensure robust programme and performance arrangements and to instill the necessary business discipline across the service to ensure its effective operation.
5. To ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of Fire & Rescue service performance which meet the requirements of the inspection and regulation regime required by HMICFRS.
6. To lead the development and maintenance of effective leadership, management and communication systems and processes within the Fire & Rescue Service and, in conjunction with senior colleagues ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
7. To provide visible strategic leadership and direction to peers, managers and all staff within the Fire & Rescue Service to ensure that individuals are aware of the expectations of NFRS in relation to conduct, performance management initiatives and systems, particularly those which support the HMICFRS Inspection regime.
8. To establish and lead the development of organisational cultural programme destined to embed the values of the organisation, a positive culture of innovation, staff engagement, distributed leadership, openness, diversity and inclusion.
9. To ensure the development of staff through effective appraisal, mentoring and training and to install development programmes (formal and informal) which support improved performance and align with cultural aspirations.
10. Promote and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations.
11. To actively promote the role of the County Council in relation to Fire & Rescue Service activities and policies at local, regional and national level as appropriate, supporting the vision of "one council" and organisational wide engagement wherever possible.
12. To develop effective joint working and planning with all relevant external agencies so as to maximise the County Council's role, function and influence in relation to all aspects of Fire & Rescue Service provision.
13. To be responsible for promoting good relations and engagement with all other Services of the Council with a view to maximising the value and impact of both County Council and Fire & Rescue Services.
14. As directed by the Chief Fire Officer participate as required within corporate planning and management of the Council. Ensure full compliance with corporate policies and processes by management and staff within the Fire & Rescue Service and Civil Contingencies and actively promote and encourage the adoption of Council policies and initiatives.

15. As directed by the Chief Fire Officer any other duties consistent with the nature, level and grade of the post and to deputise for the Chief Fire Officer as directed by the Chief Fire Officer and Chief Executive.
16. Ensure the effective monitoring of whole service revenue and capital budgets and performance management.
17. As directed by the Chief Fire Officer assume strategic responsibility for the effective leadership and management of areas of NFRS as required.

Working With Partners

- Work collaboratively across services to deliver corporate excellence
- Work collaboratively with external partners to deliver excellent service
- Seek opportunities for partnership working at a local, regional, national and European level.
- Clarify expectations, objectives and working arrangements of partners
- contribute effectively to multi-partner projects

Serving Our Community

- Promote the Community Plan
- Seek and act on feedback from the community
- Influence Service and Corporate plans to reflect community needs
- Develop, deliver and improve access to services based on an awareness and understanding of the diverse community
- Promote equality of opportunity in service delivery

Working within the Political Arena

- Understand and actively support the role of Councillors
- Understand and actively support the democratic process within Northumberland County Council
- Recognise the impact of Government and legislation on Council strategy and services
- Consult, support and keep Councillors informed

Delivering Excellence

- Understand how corporate performance is measured
- Monitor and evaluate services in relation to objectives and performance indicators
- Establish a culture that embraces the agreed Vision and Values
- Be positive ambassadors for the organisation
- Contribute to strengthening corporate leadership capacity
- Identify opportunities where organisational performance could be improved

Focussing on the Future

- Scan the external environment, look ahead, assess strategic options and develop the Council in the medium and long term
- Lead the development and implementation of corporate policy at a strategic level
- Challenge what we do and how we do it
- Influence relevant national and regional organisations and partners
- Connect plans, policies, strategies and services to provide consistent service delivery
- Generate innovative ideas
- Translate strategy into action
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future
- Create an environment in which culture embracing Vision and Values can thrive
- Involve all stakeholders in building a vision of the future
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy and vision
- Translate the Council's vision into practical and achievable plans

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface
- Operate with others as a cohesive senior management team
- Create time with staff and other managers for discussion about their development rather than fire-fighting
- Coach and mentor staff and other managers
- Lead, delegate and empower others at a strategic level
- Identify and develop potential senior managerial successors

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action
- Proactively steer internal change
- Proactively manage the exchange of information between the public and the organisation
- Consider the resource implications of change
- Anticipate and respond to emotional and morale issues brought about by change
- Monitor and evaluate the change process to ensure aims are met

NORTHUMBERLAND COUNTY COUNCIL

PART C: PERSON SPECIFICATION

DIRECTORATE:	Chief Executives
SERVICE:	Fire & Rescue
JOB TITLE:	Deputy Chief Fire Officer / Service Director
GRADE:	Deputy Chief Fire Officer
Qualifications	
<ul style="list-style-type: none">• Masters Degree level qualification within a related subject (or an equivalent portfolio of evidence).• Evidence of recent Management Training• Relevant professional qualification• Recognised programme and project management qualification (desirable)• Meet all standards required of the Brigade Manager Role Map, including Operational Gold Command competence.	
Experience, Knowledge and Skills	
<ul style="list-style-type: none">• Demonstrable experience of operational command at Silver command level• Recent extensive experience and consistent achievement at a senior management level within an organisation of comparable scope and complexity.• Experience of successful strategic management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large multi-disciplined organisation• A demonstrable track record of leading and managing multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.• A proven track record in delivering complex projects which cut across departmental boundaries• Experience working within a structured programme management environment• Extensive experience and demonstrable success in the generation and management of major organisational and cultural change and of securing the support of others in the process.• Extensive experience of financial and people management within a comparable organisation• A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.• Evidence of success in building and enhancing the reputation of an organisation with external bodies and media.• Demonstrable experience and awareness of the HMICFRS Inspection and Regulation Regime• Financial and commercial awareness with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.	

- Outstanding interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of employees, Council Members, the community and other stakeholders.
- IT skills and awareness

Motivation

- An inspirational, motivational, enthusing leader with a clear vision for Services with high levels of energy, stamina and resilience.
- Has a strong and consistent personal value set which shapes their leadership approach
- Fully committed to the principles and values underpinning the Council
- A strong corporate orientation and a commitment to tackling issues in a non-departmental manner
- Maintain personal conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders.
- Well developed interpersonal skills which allows the building of professional, productive and respectful relationships.