



Protecting local
communities

VACANCY

Job Title: Head of Fire Engineering

Hours: 37 hours per week

Duration: Permanent

Salary: £43,662 - £47,847 (starting salary £43,662)

Location: Training and Administration Hub, Queens Meadow Business Park, Hartlepool.

This is an exciting opportunity to be part of a leading and high performing Fire and Rescue Service.

Cleveland Fire Brigade (CFB) is one of the top performing Fire and Rescue Services in England. We are looking to appoint a Head of Fire Engineering to lead and manage our Protection Team, discharging arrangements under the Fire Services Act and Regulatory Reform (Fire Safety) Order. This role aligns to that of Fire Safety Competent Manager on the on the Fire Safety Regulator competency framework. Working arrangements are flexible, with a competitive salary and leave entitlement.

We are a high achieving, inclusive and forward thinking organisation that is looking for a positive, talented and motivated individual. The successful candidate will drive the Vision of the Fire Authority and deliver in line with our values to shape the future of business safety and support the local community.

You will be joining a proud, passionate, professional and inclusive team and will have access to a wide range of benefits including;

- Flexible working with our annualised hours system
- Membership of the Local Government career average pension scheme
- Family friendly policies to help you manage your home and work life balance
- Free access to up to date on-site gyms
- Support when you may need it from the Fire Fighters Charity
- Discounts from local and national chains / suppliers with your Blue Light Card
- 24/7 Employee Assistance line plus excellent occupational health services
- Free parking at any of our sites

Applicants will have a proven track record in fire safety, leadership and management. You will have an understanding of fire engineering design guidance regulations and a good working knowledge of the Regulatory Reform (Fire Safety) Order and the Building Regulations consultation process.

This role leads the fire safety team and provides guidance on enforcement work and will work with other managers in the wider Prevention and Engagement function.

You will be required to undertake a DBS check and Police security vetting.

Further details can be obtained in the vacancies section on our website www.clevelandfire.gov.uk

We are keen to hear from anyone with the ability to do this job and help us achieve a diverse workforce that represents our communities.

For an informal discussion about the role with the recruiting manager please contact recruitment@clevelandfire.gov.uk or ring 01429 874021 to make an appointment.

Closing date: 25th August 2020

Interview date: 29th September 2020

We are an Equal Opportunities employer and aim to ensure that our workforce is representative of the communities we serve. We understand that having a workforce which is made up of those from the wide range of communities, localities and backgrounds will enable us to offer the best possible service through strong community links, better understanding of our communities and providing opportunities for all. We particularly welcome applications from individuals from Black or Minority Ethnic Backgrounds (BME), those who identify as Lesbian, Gay, Bisexual or Transgender (LGBT) or are registered as disabled as these groups are currently underrepresented within our workforce



Job Description and Person Specification

Head of Fire Engineering: Grade I

Job Description

Role Title	Head of Fire Engineering	Reporting to	Senior Head of Prevention and Engagement
Location	As required within Cleveland, office provided at Administration and Technical Hub, Hartlepool.	Role/Grade	Grade I

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 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 to ensure compliance with all statutory and legislative requirements.

Functionally this relates to leadership and management in support to the Area Manager Prevention & Engagement in the development and delivery of the Authority's Community Integrated Risk Management Plan through the planning, designing and delivery of services, business continuity and associated resource management to reduce the Brigade's risks and secure continuously improved community safety outcomes.

Key Duties and Responsibilities

Corporate

- 1.1 Ensure workforce focus is maintained on the Brigades Mission, Vision and activities are developed and delivered to effectively support the Organisational Goals and Strategic Themes.
- 1.2 Provide proactive support to the Middle Management Team and wider workforce groups, ensuring cross functional involvement to meet the requirements of the Fire Authority and Senior Management Team.
- 1.3 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.
- 1.4 Contribute to delivering the Brigades' CIRMP and Internal Operating Plan, ensuring individual and team continuous development to improve personal and organisational performance, efficiency and effectiveness.
- 1.5 Be a proactive member of the Brigade's Corporate Sounding Board and wider workforce groups, demonstrating high levels of personal performance and commitment.
- 1.6 Attend and take required roles with external bodies, national committees or working groups and network with peers to capture/share learning and good practice.
- 1.7 Work with the National Fire Chiefs Council, liaising with Committees and Sub-Groups as necessary in the discharge of functions, maintaining the reputation and visibility of CFB on a national stage, ensuring CFBs actions and activities align to national and locally defined direction.
- 1.8 Where required, 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, particularly in the arena of Fire Safety.
- 1.9 Ensure confidentiality and compliance with the Data Protection Regulations in all activities undertaken.
- 1.10 Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure.
- 1.11 Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role
- 1.12 Not to engage in any secondary employment or otherwise unpaid activities of a Fire Safety nature within the boundaries of the 4 Local Authorities and areas covered by Cleveland Fire Brigade that could undermine CFB's position, reputation or legal standing.

Functional

1.13 To manage and maintain resources to deliver the Brigades' Protection services:

Under the direction of the Area Manager for Prevention, Protection & Engagement, manage the Brigade's Protection services and resources delivering against the Directorate Work plan, Community Safety Strategy and its delivery plan and having a specific focus on:

- **Safeguarding:**
Ensuring all necessary arrangements are in place to protect our communities, staff and stakeholders.
- **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.
- **Consultation:**
In line with the Building Act 1984 and the Licensing Act 2003, responding to formal consultations within service standard timescales to provide early indications of fire safety compliance or design issues prior to commencement of any building works or change to the use of particular premises.
- **Community Safety Strategy:**
Develop professional relationships with partners, business, commerce and industry to improve and promote fire safety awareness, assisting outcome of the Strategic Themes contained within CFBs Community Safety Strategy.
- **Fire Investigation:**
Ensure that fire causation information is fully utilised to effectively and efficiently direct resources to risk and facilitate the development of risk reduction strategies that focus Fire Safety Audits to improve business safety.
- **PREVENT:**
Work with the NFCC, Regional FRs and Partners to provide practical help to prevent people from being drawn into terrorism and extremism, working with Cleveland Police, Serious & Organised Crime Groups, Border Force, Immigration and Local Authorities on joint intelligence, situational awareness and joint operations.
- **Public & Building Safety Initiatives;**
Establishing and delivering local initiatives. Driving and leading the development and usage of automatic fire suppression systems in Industrial and Commercial buildings, working with Local Authorities to promote and adopt sprinkler installation in all their premises, particularly educational establishments, and with local planning and construction companies to particularly promote the concept of Low Cost Suppression Systems in domestic premises and Social Housing.
- **Performance Management;**
Lead, drive, monitor, audit and review Fire Engineering's performance against Brigade objectives to achieve outcomes as specified in the Community Safety Strategy and

measured through the Brigade's suite of performance Indicators, reporting as required internally and externally.

Role Map

In addition to the general Corporate and Functional responsibilities, the post holder is subject to role specific aspects of the Fire and Rescue Service Middle Manager Role Map.

It is expected that you produce evidence whilst you are performing the role in order to demonstrate competence and thereafter the maintenance of competence. This includes the requirements to meet Maintenance of Competence requirements for the role.

- EFSM5; Plan implementation of organisational strategy to meet objectives
- EFSM6; Lead organisational strategy through effective decision making
- EFSM9; Implement and manage change in organisational activities
- EFSM10; Plan and implement activities to meet service delivery needs
- EFSM11; Determine effective use of physical and financial resources
- EFSM12; Manage the effective use of resources
- 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
- EFSM18; Implement quality assurance systems
- EFSM19; Monitor compliance with quality systems
- EFSM20; Exchange information to ensure effective service delivery
- EFSM21; Provide information to support decision making
- EFSM22; Develop information systems to support service delivery objectives
- EFSM23; Agree project plan to meet specified needs
- EFSM24; Co-ordinate projects to achieve objectives
- EFSM25; Manage project to meet deadlines

Cleveland Fire Brigade are currently transitioning to the Skills For Justice National Occupational Standards for Fire Safety Regulators. Once implemented you will be expected to produce evidence within day to day performance of the role against each of the NOS areas, to demonstrate achievement and maintenance of competence.

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

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.

Working within the Public Sector you will ensure adherence to the Nolan Principles, which are integral to the role of a Fire Safety professional through the Code of Ethics as detailed in the Competency Framework for Fire Safety Regulators.

Uniform

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

Person Specification

Category	Criteria	Measure
Qualifications Competences	<ul style="list-style-type: none"> Level 6, BSc / BEng in fire safety engineering (or equivalent) (D) Level 5 Diploma in Fire Engineering Design (E), working towards or prepared to gain Level 6 BSc or BEng in fire engineering Hold a Level 4 (or equivalent) in Leadership and Management (E) Hold or be working towards Level 5 (or equivalent) Leadership and Management (D) Registered as an Engineering Technician with the Engineering Council or Membership of the Institute of Fire Engineers (D) Meet and be able to demonstrate the core Competencies for Fire Safety Regulators (E) 	AF/C AF/C AF/C AF/C AF/C AF/I
Experience	<ul style="list-style-type: none"> Proven relevant experience at managing human resources and physical assets (E) Proven relevant experience at managing Fire Safety workloads and projects (E) Proven experience of relationship management with Local Authorities and Responsible Persons in dealing with Fire Safety Design and deficiencies (E) Experience of taking part and providing risk critical advice in a multi-agency event (D) Experience of Business Continuity Management and contingency planning (D) Experience of working with key agencies, local politicians and partners (E) Experience of planning and implementing organisational strategy through effective decision-making and analysis of risk (E) Experience and understanding of financial and resource implications for a large public organisation and managing budgets (E) Successful track record of driving and managing change (E) 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) Demonstrable record of improved organisational performance, efficiency savings and innovative new models of service delivery, particularly in relation to Fire Safety (E) Experience of implementing and ensuring adherence to equality, diversity and inclusion; training and education; health, safety and wellbeing; and values and behaviours (E) 	AF//I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> Ability to demonstrate a level of political awareness and understanding of the structure of the Fire and Rescue Authority (E) Ambitious, forward thinking, innovative (E) Exceptional interpersonal skills (E) Ability to produce detailed reports and policies (E) Strong leadership skills to engage, influence, enable and motivate others both within the organisation and externally (E) 	AF/I AF/I AF/I AF/I AF/I

	<ul style="list-style-type: none"> • Understanding of local, regional and national issues facing the FRS (E) • Effective 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) • 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) 	AF/I AF/I AF/I
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> • Well-developed fire safety and analytical skills with a proactive approach to problem identification and problem solving including complex management issues (E) • Strong commitment to learning and development to improve organisational effectiveness (E) • A high degree of personal integrity (E) • Commitment to the principles of continuous professional development (E) 	AF/I AF/I AF/I/R AF/I
Other	<ul style="list-style-type: none"> • Current UK driving licence or applicant provided support driver (E) • Strongly uphold the requirements of National Security, hold or be required to undertake Baseline Personnel Security Standard and Non Police Personnel Vetting at Level 3 and National Security Vetting at SC level. (E) • Strongly uphold the requirements of Safeguarding to protect the public, be required to successfully undertake an enhanced DBS check (E) 	AF/C/I C AF/C C

Key Criteria

E = Essential

D = Desirable

AF = Application Form

I = Interview

R = References

C = Certificate