

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Development & Operational Policy Co-ordinator	JEID	K0088
Salary Grade:	Scale J		
Team:	Warwickshire Fire & Rescue Service (WFRS) Operational Policy Team		
Service Area:	Fire & Rescue		
Primary Location:	WFRS Training & Development Centre (TADC) Bedworth		
Political Restriction	This position is not politically restricted		
Responsible to:	Station Commander (SC) Training & Development		
Responsible for:			

Role Purpose

The National Operational Guidance Programme (NOGP) is a partnership between the Local Government Association (LGA), the National Fire Chiefs Council (NFCC) the Home Office's Chief Fire and Rescue Adviser (CFRA) and the London Fire Brigade. The Programme is working with fire services and other experts across the country to deliver new online operational guidance that is consistent, easily accessible and can be quickly revised and updated if necessary.

The role of the post holder will be to provide high quality co-ordination of the review, introduction, alignment and maintenance of service policy and procedures against the NOGP in order that it meets all legislative requirements at a Strategic, Tactical and Operational levels. In particular, the post holder will be required to work alongside regional partners and provide project co-ordination support to the regional Implementation group, seeking to work collaboratively with other service. The post holder will ensure that work is prioritised as necessary and in line with national and legislative requirements.

The post holder will manage the enrolment and monitoring of staff onto the respective development courses commensurate to the role of which promotion board they have undertaken.

Role Responsibilities

The post holder will:

1. Contribute effectively to the review, development, introduction and maintenance of service policy/procedures for WFRS.
 2. Provide a view and make strategic recommendations to senior management within the Service and to regional colleagues. This may include working within a multi-agency environment.
 3. Project manage and co-ordinate the introduction, implementation, review and maintenance of the NOG Programme and any other relevant policy work stream at both a local and regional level - offering support, advice and specific project management skills to the team.
- Chair relevant meetings or sub-groups as required. This may be by way of providing advice and guidance to heads of department/service.
4. Provide strategic guidance to ensure compliance with the overall objectives of the National Operational Guidance Programme. This will include interpreting legislation, guidance and other material relevant to WFRS. Supporting the completion of a comprehensive policy/procedural gap analysis to ensure WFRS is fully compliant with all relevant legislation and making recommendations to WFRS senior management, identifying risks/impact and providing properly researched solutions to meet desired outcomes.
 4. Maintain key liaison with WFRS partners ,Central Programme Office'(part of NFCC), DCLG Resilience and National/Regional other Fire & Rescue Services, providing feedback and assist in the preparation of documentation for inspections by HMICFRS audit purposes.
 5. Exploring ways in which WFRS can work in collaborative partnership with other Blue Light services at a policy/procedural level.
 6. Co-ordinate the work of the policy team from Strategic level to Operational delivery level, maintaining effective communication throughout the organisation ensuring policy and procedures are fit for purpose.
 7. Undertake a project executive role in relation to the work streams of the WFRS Policy team. This includes identifying gaps, analysing problems and identifying solutions – liaise with relevant departments/specialists, coordinating and ensuring delivery of multiple objectives. Also to support those teams in order to achieve their objectives.
 8. Attend Local Resilience Forum (LRF) meetings and exercises at the relevant level.
 9. Continually evaluate progress in order to identify and implement best practice to achieve organisational development and effectiveness.
 10. Produce reports to inform external audits of WFRS as to our position against implementation of specific National guidance/Policy e.g. Joint Emergency Service Operability programme (JESIP) and Initial Operational Response (IOR)
 11. Provide information to ensure the corporate risk register is updated and accurate
 12. Assisting and monitoring of the WFRS NOGP membership and National Resilience budget (43K)
 13. Produce and agree various documents such as terms of reference (TOR), service level agreements (SLA's) and memorandum of understanding (MOU's) with partners where appropriate.
 14. Attend and observe relevant WFRS training courses in order to assure service procedures are reflected in current training.
 15. Provide project management guidance to the Operations policy team.
 16. Enrol staff onto development courses and monitor the progress being made by each candidate.
 17. Create reports to management regarding the development process and supporting ways in which the development process can be strengthened.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

A minimum of 3 years' experience in working with an Emergency Service (Blue Light) organisation or similar	Application form/interview
A minimum of 3 years' experience of multi-agency partnership work	Application form/interview
Educated to degree level	Application form/interview
Project Management Qualification such as Prince 2 or equivalent	Application form/interview
The post holder should be good at managing and strengthening systems and processes in ways of working.	Application form/interview
Ability to compile factual, concise and comprehensive written reports, position statements and briefing papers up to Strategic level	Application form/interview
Proven communication skills - both verbal and written. This should include: negotiation and influencing; interpretation; interpersonal skills also an ability to communicate complex information in concise briefing papers; deliver presentations and training.	Application form/interview
Proven management experience with demonstrable expertise in respect of analysing problems, identifying or creating new solutions and communicating remedial actions	Application form/interview
Can demonstrate the ability to understand the difference between National Guidance, Policies and Procedures.	Interview
Organisational and time management skills to deliver desired outcomes including tasking and accountability, also an ability to work under pressure, prioritise tasks to ensure risk based delivery of work streams under own initiative	Application form/interview
Ability to maintain confidentiality	Interview
Ability to ensure delivery of events, training sessions and seminars	Interview
Understanding of confidentiality, document security markings and Data Protection/Freedom of Information issues	Application
Qualified to IOSH or NEBOSH in health and safety.	Application

Able and willing to travel to different work locations within Warwickshire and wider West/East Midlands region as the work requires	Interview
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Desirable Criteria

Assessed By:

Experience in/of the fire sector	Interview
Leadership and/or management experience	Interview
Ability to present information in a formal setting to senior management	Application form/interview
Proficient in use of MS Office suite of programmes; e-mail systems; electronic diaries; internet;	Application form
Awareness of workplace health & safety issues	Application form
A1 or equivalent Assessor qualification	Application form

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/

	kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	