

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:	Assistant Chief Fire Officer	JEID	
Salary Grade:	£95,880 per annum		
Team:	Warwickshire Fire and Rescue Service		
Service Area:	Service Delivery or Service Support & Improvement		
Primary Location:	WFRS HQ, Leamington Spa		
Political Restriction	Yes		
Responsible to:	Chief Fire Officer		
Responsible for:	Area Commanders and other defined line reports		

Role Purpose

To contribute to the leadership, visioning, direction setting, customer focussed delivery of services and continuous improvement of Warwickshire Fire & Rescue Service; as an integrated part of Warwickshire County Council. To strategically support the Chief Fire Officer and key stakeholders, role modelling the values and behaviours of our organisation, representing the interests of the Service and undertaking the full range of functions, duties and responsibilities of a Principal Officer in the leadership, operation, management and control of the Fire and Rescue Service.

Role Responsibilities

- Undertaking the role of commanding principal officer at gold command level at major incidents and in strategic command forums when required and where appropriate to the postholder
- Attending fires and other incidents as required and where appropriate to the postholder
- Build and maintain effective relationships with key stakeholder groups' e.g. senior leadership, Strategy and Commissioning Managers, Members, Partners and Commercial Providers.
- To act as a role model and champion for Equality, Diversity and Inclusion throughout the service and in all we do.
- To act as a role model and champion our organisational values and behaviours.
- Drives and motivates to maintain high performance, creating an efficient and effective organisation where people feel valued and are proud to work.
- Provide visible leadership and support teams through organisational change.

- Representing the county council in the community and developing excellent partnership working and collaboration opportunity.
- Providing effective leadership, including maintaining a customer focus, agreeing clear targets and driving organisation performance, enabling a high-performance culture where innovation and creativity is encouraged and rewarded.
- Identify and develop required capabilities of the team through effective talent management planning.
- Ensuring the WFRS strategy, policies and business plans are implemented and reviewed
- Ensuring budgets are planned and effectively controlled
- Management of contract negotiation and commercial partnership management
- Quality monitoring and measurement.
- Assisting in leading the modernisation of the fire and rescue service, whilst strengthening its capacity and resilience
- Taking responsibility for ensuring the implementation of transformation within WFRS including leading on our service Fire: Transformation plans in line with WCC's new operating model
- Supporting the development of an employee engagement culture including maintaining and building upon positive relationships with representative bodies
- To lead in relevant areas of responsibility to ensure delivery of the Services Integrated Risk Management Plan and HMICFRS action plans, in a safe and efficient manner
- To represent the Service as part of a positive and effective Principal Officer Leadership team, to lead and take strategic responsibility for the Fire and Rescue Service where appropriate or required to do so.
- To work with Warwickshire County Council, partnership agencies and stakeholders to design, plan, deliver and monitor the authorities corporate and service priorities.
- Set Strategic direction across all functions of WFRS including Service Delivery, Service Support, Service Improvement and support services
- Provide professional advice to the Fire and Rescue Authority and associated stakeholders

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).

Criteria expectations

Assessed By:

Relevant professional qualifications or evidence of professional development (For example masters / post graduate level qualification or equivalent).	D
Incident Command Level 3 or equivalent (or higher) qualification and evidence of the ability to lead and command resources at a large scale incidents and within a multi-agency setting if operational.	D
Experience of working at strategic management level and achieving best value for the Service	A,I
Evidence of identifying and leading significant organisational transformation, redesign, construction and implementation of change and continuous improvement	A,I
Experience of leading and managing multi-agency work streams and or regional and national work streams	A,I
A good degree of political acuity and a proven track record of working alongside a range of stakeholders, including elected members in a politically sensitive environment	A,I
Experience of working alongside and leading negotiations with representative bodies	A,I
Demonstrable commitment to Equality, Diversity and Inclusion within a Fire and Rescue Service and in all we do	A,I
Strategic (Gold) commander accredited qualifications and experience eg Multi-Agency Gold Incident Command Course, Level 4 Gold Command assessment or similar	D
Full, current driving license.	D
Experience of leading collaborative working and delivering on plans, including the effective management of efficiency plans, demand reduction or income targets	A,I
Proven ability to motivate colleagues and develop their professional capability where required. Demonstrate skills that will engender the confidence of a wide range of professional and political stakeholders in development and delivery of a high profile service.	A,I
Evidence of continuous personal and professional development	A,D

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.

✓ Provision of personal care on a regular basis	✓ Requirement to wear prescribed specialist Personal Protective Equipment commensurate with operational activities, if applicable
✓ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people or objects	✓ Driving Service provided or adapted vehicle in emergency response conditions (blue light), regular instruction, training and assessment provided if operational
✓ Working at height/ using ladders on a regular/ repetitive basis if operational	✓ Restricted postural change – prolonged sitting
✓ Lone working on a regular basis	✓ Restricted postural change – prolonged standing
✓ Night work (occasional)	✓ Regular/repetitive bending/ squatting/ kneeling/crouching
✓ Rotating shift work	✓ Work requiring respirators or masks
✓ Working on/ or near a road	✓ Regular work outdoors
✓ Significant use of computers (display screen equipment)	✓ Work with vulnerable children or vulnerable adults
✓ Undertaking repetitive tasks	✓ Working with challenging behaviours
✓ Work requiring hearing protection (exposure to noise above action levels)	✓ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres), if operational

✓ Potential exposure to blood or bodily fluids, if operational	✓ Face-to-face contact with members of the public
✓ Other (please specify):	Exposure to other potential risks or hazards commensurate with role