

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:	Area Manager
Salary Grade:	Area Manager B with flexible duty
Team:	Fire Leadership Team
Service Area:	Fire and Rescue
Primary Location:	Fire and Rescue Headquarters
Political Restriction	This position is politically restricted.
Responsible to:	Assistant Chief Fire Officer
Responsible for:	Group Manager(s)

Role Purpose

An Area Manager is an essential part of Warwickshire's Fire Leadership Team. In this leadership role they create and deliver organisational strategy and support our approach. They act as role models; demonstrating our values and behaviours, and enabling others to achieve success. They also have responsibility for one of our statutory functions (Prevention, Protection and Response) and build collaborative relationships within our organisation and with our partners. This functional responsibility requires them to deliver service-wide improvement, including enabling change and creating new and innovative solutions.

Role Responsibilities

- Provide strategic advice and support to resolve operational incidents.
- Lead, monitor and support people to resolve operational incidents.
- Plan implementation of organisational strategy to meet objectives.
- Develop and implement organisational strategy.
- Lead organisational strategy through effective decision making.
- Implement and manage change in organisational activities.
- Determine effective use of physical and financial resources.
- Management of recruitment, promotion and selection processes.
- Manage the performance of teams and individuals to achieve objectives.
- Develop teams and individuals to enhance work-based performance.
- Manage yourself to achieve objectives.
- Exchange information to ensure effective service delivery.
- Advise on development and implementation of policies.
- Implement quality assurance systems and report on improvement and trends.
- Lead programmes of work that deliver against strategic objectives and provide community benefit

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 degree or equivalent qualification or experience in a senior management/strategic role	I/A/D
Well-developed and values-based approach to leadership	I/A
Experience of the management of performance individually and across departments	I/A
Excellent verbal and non-verbal communication skills suited to internal and external engagement	I/A
Effective analytical and report writing skills	I/A
Experience of leading change in a complex environment	I/A
Experience and knowledge of performance management arrangements	I/A
Effective resource management: people, assets and budgets	I/A
Experience and understanding of assurance processes	I/A
Clean UK driving licence	D
Competence to command operational incidents at Level 3 Incident Command	A/D
Experience of managing own performance effectively when working independently and within a team	I/A

Desirable Criteria

Assessed By:

Evidence of professional development	A
Experience of managing a budget in excess of £1 million	I/A
Competence to command operational incidents at Level 4 Incident Command	I/A/T
Experience of managing complex projects to deliver improvement	I/A

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 checked="" 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 checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" 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 checked="" 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):	