

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:	Deputy Chief Fire Officer	JEID	N/A
Salary Grade:	£97,394		
Team:	Brigade Command Team		
Service Area:	Warwickshire Fire and Rescue Service		
Primary Location:	Service Headquarters, Warwick Street, Leamington Spa, Warwickshire. CV32 5LH		
Political Restriction:	This position is politically restricted		
Car User:	Essential Car User		
Responsible to:	Chief Fire Officer		
Responsible for:	Service Support		

Role Purpose

To lead, develop and strategically support one of the Fire Authority's interchangeable Principal Officer references (currently Service Support). To secure sufficient resources to deliver the functions and implement quality organisational systems to continually improve performance.

To provide advice, information and technical expertise on matters to the Fire Authority, its members and senior management. To initiate and develop as a member of the Brigade Command Team, strategic direction, policy and appropriate action plans.

To deputise for and to undertake the full range of functions, duties and responsibilities of the Chief Fire Officer whenever he/she is absent.

As a Service Head, to be a key member of the County Council's Leadership Team ensuring the efficient and effective delivery of local authority services.

Role Responsibilities

- To be responsible for the day to day command of the relevant areas of the Service.
- To attend and take command at operational incidents at Strategic level.
- To provide vision, direction and leadership to ensure staff are motivated to achieve the Service objectives.
- To ensure the effective management of the Service through development and compliance of Corporate Governance.

- To design, implement and regularly review strategies under the DCFO references.
- To establish structured policy objectives, resource plans and service quality measures for all functions under the DCFO references.
- To advise the Authority and senior management on all areas within the DCFO references.
- To be responsible for the management and improvement of Employee Relations.
- To have joint responsibility for liaison with the Authority in relation to the Service's functions including resource and planning issues.
- To work with colleagues to ensure the production of a strategic plan that is achievable in terms of cost, time and resources, focused on delivering Service objectives.
- To attend meetings as required by the Chief Fire Officer: To represent the Service on other working groups and projects as necessary.
- To lead and support on agreed areas of collaboration at local, regional and national level.

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:

<ul style="list-style-type: none"> • To currently be working at a minimum of Area Manager level with proven experience of operational command to silver level incident command and an ability to provide cover on the Duty Principal Officer Command rota. 	A
<ul style="list-style-type: none"> • A strong awareness of gold level incident command. 	A, I
<ul style="list-style-type: none"> • Proven experience of operating at senior management level within a large organisation. 	A
<ul style="list-style-type: none"> • To be able to operate as a member of the Brigade Command Team including an ability to contribute to policy development at a local, regional and national level. 	A,I,T
<ul style="list-style-type: none"> • Proven experience of managing change. 	A,I
<ul style="list-style-type: none"> • An ability to plan, direct and evaluate performance in all areas of business activity. 	A
<ul style="list-style-type: none"> • Possession of a thorough understanding of the political and economic context of the fire and rescue service terms of government, governance, stakeholders and the community. 	A,I
<ul style="list-style-type: none"> • Ability to make clear decisions in a variety of circumstances. 	A,I,T
<ul style="list-style-type: none"> • Proven experience of resource management including selecting personnel for required roles. 	A,I
<ul style="list-style-type: none"> • Relevant postgraduate qualification or evidence of commensurate experience. 	A,I,P
<ul style="list-style-type: none"> • Evidence of continuous and professional development. 	A,I
<ul style="list-style-type: none"> • Highly effective written communication skills including drafting and 	A,I,P

interpreting strategic plans, policies and reports.	
<ul style="list-style-type: none"> Excellent communication skills, including media management and negotiation with internal and external agencies. 	A,T,I,P
<ul style="list-style-type: none"> Able to demonstrate a leadership and management style which is innovative and forward thinking. 	A,T,I
<ul style="list-style-type: none"> To be self-assured, confident, assertive and approachable. 	A,T,I,P
<ul style="list-style-type: none"> Ability to organise and prioritise work to meet strict deadlines whilst working under pressure and with limited resources. 	A,I
<ul style="list-style-type: none"> Able to travel as required and be able to stay away from home on occasions. 	A,I
<ul style="list-style-type: none"> A current full driving licence with the skills and aptitude for blue light response driving. 	A,D
<ul style="list-style-type: none"> To comply with the requirement for this post being deemed as politically restricted under the provisions of the Local Government and Housing Act 1989. 	A
<ul style="list-style-type: none"> Provide an accommodation base in an agreed location suitable to undertake command rota responsibilities. 	A,I

Desirable Criteria

Assessed By:

<ul style="list-style-type: none"> Completed FRS Executive Leadership Programme (ELP) or currently undertaking the ELP, or have completed/be undertaking an equivalent programme, or relevant experience commensurate with the role. 	A,D
<ul style="list-style-type: none"> Corporate membership of the Institution of Fire Engineers. 	A,D
<ul style="list-style-type: none"> To currently be working at Brigade Manager level with proven experience of operational command to gold level incident command and ability to provide cover on the Duty Principal Officer Command rota. 	A,I

Role Map – Brigade Manager

EFSM 1 Provide strategic advice and support to resolve operational incidents.
EFSM 2 Lead, monitor and support people to resolve operational incidents
EFSM 4 Plan organisational strategy to meet agreed aims and objective
EFSM 5 Plan implementation of organisational strategy to meet objectives.
EFSM 7 Evaluate organisational performance against agreed measures.
EFSM 8 Lead organisational strategy through effective decision making
EFSM 13 Select personnel for employment.
EFSM 14 Manage the performance of teams and individuals to achieve objectives
EFSM 15 Develop teams and individuals to enhance work based performance
EFSM 16 Manage yourself to achieve work objectives
EFSM 20 Exchange information to ensure effective service delivery

Notes:

- The post holder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- The post holder is required to comply with relevant legislation and policies and procedures of the Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the post holder.

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.