



Post	Assistant Chief Fire Officer	Post No	
Line Manager	Chief Fire Officer	Location	Brigade Headquarters
Directorate	Executive	Responsible for:	Planning and Performance Manager Corporate Services Manager ICT Manager Head of Operations and Risk Security

1 Job Purpose

- 1.1 To carry out the duties of an executive Officer (Brigade Manager) and assist in the effective and efficient management of the Brigade, to ensure optimum use of financial and human resources at all times.
- 1.2 To take responsibility for all aspects relating to performance improvement within the Brigade.

2 Major Responsibilities

- 2.1 Provide strategic advice and support to resolve operational incidents
 - Evaluate service response to incidents
 - Advise and support those involved in resolution of the incident
 - Liaise with media and other agencies to achieve strategic objectives
 - Debrief following resolution of incidents
 - To assume command of incidents as circumstances dictate

3 Major Responsibilities (Managerial)

- 3.1 Plan organisational strategy to meet agreed aims and objectives
 - Agree organisational aims, objectives and measures of performance with stakeholders
 - Establish factors within internal and external operating environments that influence strategic direction and planning
 - Secure resources required to meet stated aims and objectives
 - Produce a strategic plan to meet agreed aims and objectives



3.2 Plan implementation of organisational strategy to meet objectives

- Develop and agree policies and processes to support achievement of organisation aims and objectives
- Establish and agree the optimum organisation structure to support achievement of aims and objectives
- Produce implementation plan to achieve organisation strategy

3.3 Evaluate organisational performance against agreed measures

- Measure organisational performance against operational targets
- Measure the effectiveness of the organisation in achieving strategic goals
- Evaluate overall performance and take action to rectify actual or potential shortfalls

3.4 Lead organisational strategy through effective decision-making

- Obtain information required to enable effective decision making
- Communicate decisive action to achieve strategic goals

3.5 Select personnel for employment

- Identify personnel requirements
- Select required personnel

3.6 Manage the performance of teams and individuals to achieve objectives

- Allocate and delegate work to teams and individuals
- Agree objectives and work plans with teams and individuals
- Assess the performance of teams and individuals
- Provide feedback to teams and individuals on their performance
- Resolve performance issues with teams and individuals

3.7 Develop teams and individuals to enhance work based performance

- Identify the development needs of teams and individuals
- Plan the development of teams and individuals
- Develop teams to improve performance
- Deliver individual learning and support for development
- Evaluate the development of teams and individuals

3.8 Manage yourself to achieve work objectives

- Organise and structure personal work activities to achieve objectives
- Develop and continuously improve productive working relationships
- Implement personal development plan to continuously improve personal performance

3.9 Exchange information to ensure effective service delivery

- Plan and chair meetings to aid decision making
- Participate in meetings relating to service delivery

4 Additional Responsibilities

- 4.1 To deputise for the Chief and Deputy Chief Fire Officer as required.
- 4.2 Command for the Service and within agreed neighbouring Fire and Rescue Services where relevant.
- 4.3 To act as designated 'Senior Information Risk Owner' responsible for managing the Service's information risks, including maintaining an information risk register.
- 4.4 To perform other duties allocated to the 'SIRO' role as prescribed within Her Majesty's Government Security Policy Framework.
- 4.5 Maintain all necessary security clearances commensurate with the SIRO and Brigade Manager role.
- 4.6 To carry out such other duties as are from time to time allocated to him/her by the Chief Fire Officer.

5 Status of job description

- 5.1 July 2012