



## **Job Description**

### **Chief Fire Officer and Chief Executive**

#### **Main Purpose of post**

The Chief Fire Officer and Chief Executive is the Head of Paid Service and the Professional Advisor to the Fire Authority. The post holder will provide overall strategic leadership to Shropshire Fire and Rescue Service, ensuring the highest standards of service delivery and management practice, and be directly accountable to Shropshire and Wrekin Fire Authority for the effectiveness of the Service.

#### **Principal duties and accountabilities**

The Chief Fire Officer and Chief Executive will:

- Advise and report to Members of the Fire Authority, maintaining effective Corporate Governance and providing clear direction to improve the safety of communities in Shropshire and to respond to emergencies in a safe, effective and professional manner
- Provide Strategic/Gold Level Command cover and participate in a multi-Agency gold group when required.
- Work closely with the Treasurer to ensure robust Financial Management and advise the Authority of any relevant financial information to enable budgetary and related decisions to be made
- Ensure robust financial and service planning to provide optimal use of Authority resources and make available timely and accurate information so that Members are able to make effective budgetary decisions
- Provide strategies for a planned approach to resource generation that will support the development of services and achieve the vision of the Authority
- Lead and direct the Members of the Authority to provide full compliance with statutory requirements and related guidance

- Lead and develop a strong and efficient senior management team that works strategically with a clear understanding of organisational aims and objectives for service delivery and continuous improvement
- Promote the vision of the Authority by inspiring and motivating others to effectively manage change, maintain standards, develop the workforce, improve operations and monitor and review performance within the Service
- Maintain service delivery to the highest professional standards that enhance the safety of communities in Shropshire and the Borough of Telford and Wrekin
- Develop and maintain collaborations with other agencies and also community partnerships that improve the safety and quality of life for those who live or work in Shropshire
- Provide strong leadership for improvement, modernisation and change to ensure that the Authority and the Service continue to be major players in the development and implementation of the Comprehensive Area Assessment in Shropshire and the Borough of Telford and Wrekin
- Ensure that the commitment of the Authority to equality, diversity and social inclusion is understood and achieved throughout the delivery of services
- Establish and maintain appropriate relationships and collaborations at regional and national levels to make sure that Shropshire's voice is heard on wider issues affecting the Service
- Provide a constructive relationship with Fire Trade Unions and recognised bodies that represent employees
- Maintain and develop the strong culture of performance management that exists at all levels within the Authority and the Service by setting clear standards and objectives, agreeing performance targets and encouraging and environment that fosters personal development
- Act as an ambassador for the Authority with key stakeholders and others at a local, regional and national level

### **Appraisal of performance**

The Chief Fire Officer and Chief Executive will, after appointment, agree key objectives for his/her role for a period of 12 months with the Chair and Vice-chair of the Fire Authority. The Chair and Vice-chair will subsequently carry out an annual appraisal of the Chief Fire Officer's and Chief Executive's performance against these agreed objectives.

Reviewed: April 2016