



Post	Deputy Chief Fire Officer	Post No	C10000010
Line Manager	Chief Fire Officer	Location	Fire Service Headquarters
Directorate	Executive	Responsible for:	Service Delivery including Community Safety and Operational Planning, Policy and Assurance.

1 Job Purpose

- 1.1 The Deputy Chief Fire Officer will provide operational and organisational management and leadership for Shropshire Fire and Rescue Service.
- 1.2 The primary role of the post holder is to deputise for the Chief Fire Officer in the maintenance and development of effective service provision, responsive both to the needs of the Fire Authority and the community.
- 1.3 Having responsibility for all service delivery functions and a member of the strategic leadership team, the post will make a significant contribution to vision, strategy and policy development and delivery.
- 1.4 To secure continual improvement, the Deputy Chief Fire Officer will constantly monitor and manage the performance of all Service Delivery aspects of the Service and will ensure that all strategic and departmental objectives within Community Safety, Operational Planning and Policy Assurance are delivered.
- 1.5 The post holder will provide information and advice to the Fire Authority and to Members and Chief Officers of its partners on all matters related to the broader responsibilities of the Service.
- 1.6 The Deputy Chief Fire Officer will assist with the responsibility for administering the revenue and capital expenditure programme.
- 1.7 As deputy to the Chief Fire Officer the post will also liaise with senior politicians locally and nationally, securing the best outcomes for the Service.

- 1.8 The Deputy Chief Fire Officer will exercise independent judgment, skills and due diligence in all activities.

2 Principal Responsibilities - Corporate

The Deputy Chief Fire Officer will:

- 2.1 Be responsible for the management, direction and performance of Shropshire Fire and Rescue Service to ensure that it fulfils its statutory and non-statutory obligations to the community, and that recommendations are implemented as directed by the Members of the Fire Authority and its committees.
- 2.2 Be active in promoting the Service vision, aims and values and act as an Ambassador of the Fire Authority and Service in the community.
- 2.3 Take responsibility and accountability for the performance and achievement of corporate objectives through the effective leadership of functional teams.
- 2.4 Be an effective member of the strategic leadership team, contributing to the formulation and review of policy and strategic direction service wide.
- 2.5 Provide professional advice and assistance to the Chief Fire Officer and Members of the Fire Authority, producing reports, briefings and research documents as appropriate.
- 2.6 Represent the Service and the Fire Authority at key events at local, regional and national level that enhance and support the reputation of the Fire Authority as a progressive organisation and raise civic awareness of the wider role of Shropshire Fire and Rescue Service.
- 2.7 Champion and promote continuous improvement and efficiency achieving improved value for money and high quality outcomes for the residents of Shropshire and Telford and Wrekin.
- 2.8 Ensure all staff within the Service have the opportunity to develop personal potential within the agreed corporate and functional aims and objectives.
- 2.9 Champion and promote the Authority's Equality and Diversity policies and procedures, acting as an exemplar of behaviour.

3 Principal Responsibilities – Deputy Chief Fire Officer

- 3.1 To deputise for the Chief Fire Officer.
- 3.2 To be responsible for the leadership and management of all aspects of Service Delivery, ensuring that the relevant corporate targets and objectives are met in a timely and professional manner.
- 3.3 To function as a Brigade Manager within the National Incident Command System, including providing out of hours cover on a rota basis for operational incidents at Gold level within Shropshire.
- 3.4 Representing the Fire Authority at events that present a significant risk to the community, provide strategic leadership and support and liaise with key personnel from other agencies / services to ensure efficient event management and resolution.
- 3.5 Conduct consultation and negotiation with representative bodies in order to manage change in a constructive and positive climate of effective employee relations.
- 3.6 Ensure the Fire Authority's statutory responsibilities are carried out effectively and within legislative and policy requirements.
- 3.7 Contribute to and promote co-operative working across the Service in order to develop and implement efficient and effective working arrangements to achieve the required standards of service delivery.
- 3.8 Manage and develop teams and individuals to ensure that the current and future needs of the communities, key stakeholders and the Fire Authority are met.
- 3.9 To have responsibility and accountability for the efficient and effective management of the budget, ensuring expenditure is contained within pre-set limits.

4 Contacts outside the Organisation

The post holder has frequent and regular contact with a wide range of stakeholders both locally and nationally, including:

- Chief Executives of Local Authorities
- Leaders of Local Authorities
- Chief Executives and senior managers of other authorities including Health providers, Education and Probation
- Department for Communities and Local Government, Ministers and Senior Civil Servants and their Agents at national and regional level
- Chief Fire and Rescue Advisor's Unit
- External Auditors
- Voluntary sector and community leaders
- Chief Fire Officers Association
- Local Government Association
- Environment Agency
- Trade Union Organisations and representatives
- Chief Constable and Senior Police Officers locally

5 Special Notes and Considerations

The Chief Fire Officer may, from time to time, change references and principal accountabilities of the Deputy Chief Fire Officer.

The role is within the National Incident Command System. It is a requirement for the post holder to provide a base, approved by the CFO, to provide Gold Command cover.

6 Status of job description

6.1 Last amended - January 2014

6.2 Transferred to SharePoint – January 2015

Person Specification

Values and Philosophy

We value and respect each other's abilities and differences and aim to be recognised as an excellent service in all respects. Treating each other fairly and with respect is central to our culture ensuring that everyone has the opportunity to realise their full potential within a learning organisation. We value openness, honesty and integrity and have a very high regard for the health, safety and welfare of all our people.

Experience

Essential:

- Demonstrable senior management level experience gained in a Fire and Rescue Service organisation.
- Experience of dealing with a number of tasks simultaneously.
- Experience of business improvement.
- Experience of working with key agencies to deliver an integrated and effective emergency response.
- Experience of creating constructive industrial relations in a multi unionised environment.
- Experience of taking part and providing strategic and risk critical advice in a multi agency event.
- Proven experience in managing change in a complex, dynamic environment.
- Proven experience in strategy development and implementation, improvement planning and performance management.
- Experience of meeting statutory requirements within a legislative framework.
- Experience of financial/budget management.
- Development and Management of teams and individuals.
- Production of correspondence and reports for Senior management / Authority level.

Desirable:

- Experience of managing critical incidents in a Fire and Rescue Service context.

Qualifications and Training

Essential:

- Clear evidence of continuous professional development.
- Current driving licence.
- Degree level qualification in appropriate discipline or demonstrable outstanding intellectual ability.

Desirable:

- Supporting qualifications and training covering a range of related disciplines and key management/leadership skills.
- Completion of Executive Leadership Programme or similar.

Knowledge and Skills

Essential:

- Detailed knowledge of current legislation and risk reduction strategies.
- Professional and managerial competence to plan, direct and evaluate performance in appropriate functional areas.
- Understanding of the political, economic and environmental context of a public service in terms of governance, stakeholders and communities.
- Awareness of broad business concepts including risk and financial management, performance management and organisational effectiveness.
- Highly developed influencing ability and skills tuned to achieving change, often through negotiation and persuasion.
- High level skills that demonstrate ability to balance priorities, build consensus and support for a plan of action and influence a wide external network.
- Effective communication skills including making confident and engaging presentations, chairing and facilitating meetings effectively, producing concise and clear summaries and papers and leading dialogue for effective change management.
- Evidence of understanding of the Government's Modernisation Agenda for Fire and Rescue Services.
- Public relations and media management skills.
- Awareness of public sector funding arrangements.
- Working knowledge of National and Local Government including relevant partnerships and how these relate to Fire Service.

- Awareness and understanding of Health & Safety and Equality & Diversity legislation.

Desirable:

- Awareness of the social and economic challenges in Shropshire.
- Knowledge of wider social, environmental and economic issues and appreciation of integrated service delivery to improve community wellbeing.

Leadership and People Management

The Deputy Chief Fire Officer will demonstrate ability to:

Essential:

- Lead the development of strategies and policies that contribute to the delivery of the organisation's objectives.
- Be an effective change agent and champion of continuous improvement with successful track record of leading through influence at all levels.
- Direct, motivate and manage a number of teams with different, but related, roles and build synergy between them.
- Develop and communicate a clear sense of direction, setting priorities and empowering others to deliver effectively and efficiently.
- Inspire and motivate others to deliver effectively and efficiently.
- Ensure all staff within the Service have the necessary support and development to continually improve their skills, competencies and performance and thereby achieve their full potential.
- Demonstrate strong personal integrity, be approachable and able to give credible, objective advice, gaining commitment and overcoming obstacles to achieve sustainable outcomes.
- Promote the success of the organisation internally and externally.

Desirable:

- Successful completion of the Executive Leadership or similar leadership programme.

Analysing and Decision Making.

The Deputy Chief Fire Officer will demonstrate ability to:

Essential:

- Understand a large amount of detailed information on a wide variety of subjects and absorb details quickly in order to take key decisions.
- Analyse performance data and identify trends, prepare reports and presentation with good computer skills.
- Work under pressure and to tight deadlines.
- Exercise independent judgment.

Other essential factors

- A good health and attendance record.
- An ability to meet the contractual requirements of the role whilst maintaining a work-life balance.
- Maintaining a current driving license.