**TITLE OF POST: HEAD OF POLICY AND ENGAGEMENT**

**GRADE: POK SCP 52 - 55**

**RESPONSIBLE TO: AREA MANAGER, STRATEGIC PLANNING RISK AND ASSETS**

**MAIN PURPOSE OF JOB:**

The Head of Policy and Engagement is responsible for providing leadership, strategic vision and management of the Service’s Policy and Engagement business to support the vision and delivery of Creating the Safest Community.

Reporting to the Area Manager, you will contribute to our strategic goals by shaping and driving the Policy and Engagement agenda, through departmental strategies as well as ensuring efficiencies and quality service at all times.

# 1 LEADERSHIP DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. To lead the efficient management and delivery of departmental activities within the Service.
  3. Lead the Authority’s strategic and Integrated Risk Management Plans.
  4. Lead the development, management and evaluation of strategic organisational projects and activities relative to the work of the Policy and Engagement department by applying appropriate management strategies.
  5. Lead on the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
  6. To take the lead on preparation, monitoring and review of revenue and capital budgets as appropriate.
  7. Continuously review working practices to identify and lead on change programmes to promote continuous improvement.
  8. Encourage appropriate and robust quality and assurance systems within the department.
  9. Establish, develop and maintain positive and effective liaison links with appropriate organisations and partners as required.
  10. Prepare and produce quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  11. Ensure the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
  12. Inspire the performance of our people through transparent, structured Personal Development Plans. Driving performance through objective setting, timely reviews and where required structured development plans.
  13. Ensure complete compliance with the Data Protection Act and to ensure data security is maintained

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* 1. Represent the Service at both internal and external meetings, national forums and events as appropriate.
  2. Undertake any other duties as directed

**2. ROLE SPECIFIC DUTIES**

* 1. To provide specialist advice and strategic input into planning, delivery/commissioning and management of key service outcomes
  2. Provide professional advice, support and guidance in relation to organisational policies to both internal and external stakeholders.
  3. To provide professional guidance to Principal Officers, Senior Leaders and Department Heads in the development and implementation of organisational policies and strategies which help establish clear business goal
  4. To provide an assessment of the potential impact of political economic and social policy on the Service and provide an assessment of the longer term considerations needed to address future strategic needs
  5. Contribute to meeting the Service’s goals and priorities by supporting the delivery of quality, consistent and value for money services through effective service and business planning, budget and performance management.
  6. Lead and manage the relevant policy and engagement teams.
  7. Contribute to meeting political and financial objectives by developing and supporting the innovation of service delivery methods and improving outcomes.
  8. Actively engage stakeholders, work collaboratively with partners and manage allocated resource/teams to ensure delivery of specific projects or cross service priorities.

1. **HEALTH AND SAFETY (GENERAL POLICY)**
   1. By reference to current health and safety legislation and the Service's Health and Safety Policy to

ensure that all employees:-

* 1. Take reasonable care for their own health and safety.

3.3 Consider the safety of other persons who may be affected by their acts or omissions and to

Cooperate with their employer to perform and comply with any duties or requirements imposed

upon them.

* 1. Work with machinery, equipment and substances in accordance with information and training

provided.

* 1. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for

the purpose of health, safety and welfare.

* 1. Report any hazardous defects in plant and equipment, or shortcomings in the existing safety

arrangements, to a responsible person without delay.

* 1. Conduct line management responsibilities in relation to Section 2.1 of the Service’s Health, Safety

and Welfare Manual.

1. **EQUALITY AND DIVERSITY (GENERAL POLICY)**

4.1 To be responsible for managing equality and diversity policies through leadership and a positive attitude to secure continuous improvement in organisational culture.

4.2 To ensure an understanding and commitment to diversity and equality in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service’s core values.

4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.

4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

1. **SAFEGUARDING**   
   1. To promote the application of the Authority’s Safeguarding Policies.

**6 ENVIRONMENT STRATEGY**

6.1 To demonstrate an understanding and commitment to the Service’s Environment Strategy, in relation to the environment and carbon reduction policies.