**TITLE OF POST: HEAD OF VEHICLE REPAIRS AND STORES**

**GRADE: POI (SCP 46-49)**

**RESPONSIBLE TO: AREA MANAGER COMMUNITY SAFETY**

**MAIN PURPOSE OF JOB:**

The Head of Vehicle Repairs and Stores is responsible for providing leadership, strategic vision and management of the Service’s Technical Services 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 Technical Services 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. In the absence of the Area Manager, be responsible for the efficient management and delivery of departmental activities within the Service.
  3. To contribute to the achievement of the Authority’s strategic and Integrated Risk Management Plans.
  4. Responsible for the effective organisation, planning, management and evaluation of projects and activities relative to the work of the departments by utilising appropriate management tools.
  5. To be responsible for the development and implementation of relevant departmental policies and procedures in line with current and future national policy and area compliant with all relevant regulations and legislation.
  6. To take responsibility for the preparation, monitoring and review of revenue and capital budgets as appropriate.
  7. To identify and lead any change programmes through effective leadership to ensure continuous improvement.
  8. To oversee suitable quality and assurance systems within the department.
  9. To establish, develop and maintain effective liaison links with the appropriate organisations and partners as necessary.
  10. Represent the Service at both internal and external meetings, national forums and events as appropriate.
  11. Prepare and produce management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  12. Responsible for the management of business continuity plans and provide resilience to the Service as appropriate.
  13. Drive performance of people through effective objective setting as part of the Personal Development Plan process, with continued reviews and robust development plans.
  14. Ensure compliance with the General Data Protection Regulation and ensure data security is maintained.
  15. Undertake any other duties as directed.

1. **ROLE SPECIFIC DUTIES**

2.1 To be responsible for the efficient and effective management of the Technical Services function including collaborative arrangements ensuring they operate according to policies, regulations and relevant legislation.

2.2 To be responsible for the preparation of specifications regarding the procurement of new assets in accordance with appropriate guidelines and in consultation with Service personnel.

2.3 To ensure all new assets are built and delivered to the required specification.

2.4 To oversee the effective management of the assets defect reporting system by analysing data and ensuring maximum availability of assets to assist in the formulation of maintenance plans.

2.5 To oversee the control and monitoring of the reserve fleet of operational appliances and other ancillary plant to ensure maximum availability.

2.6 To oversee the Service’s fuel stock levels and ensure procedures are undertaken in accordance with prescribed auditing guidelines.

2.7 To ensure that all Service assets conform to the current relevant legislation and guidelines are complied with.

2.8 To be part of ‘out of office’ cover arrangements dependent upon the needs of the Service.

2.9 To monitor and manage all aspects relating to the building and contents within the Technical Services Centre.

2.10 To be responsible for the collation, processing and assessment of the vehicle accident documentation as well as investigating accidents preparing reports.

2.11 To be overall responsible for the functions inventory, ensuring compliance with standard procedures.

2.12 To analyse and monitor data information systems associated with asset management.

2.13 To be responsible for the creation and production of management reports and specification documents relevant to the function.

2.14 To prepare and monitor the functions capital and revenue budgets in line with Service procedures.

2.15 To ensure goods and services are procured in accordance with Service policies and procedures.

2.16 To be responsible for the management of existing business continuity plans and arrangements relevant to their department in line with the Service’s Business Continuity Management Policy and Strategy.

1. **HEALTH AND SAFETY (GENERAL POLICY)**

By reference to current health and safety legislation and the Service's

Health and Safety Policy to ensure that all employees:-

* Take reasonable care for their own health and safety
* 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
* Work with machinery, equipment and substances in accordance with information and training provided
* Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare
* Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
* 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)**
   1. To drive a sustainable improvement in equality practice at a corporate and departmental level.
   2. To ensure a clear understanding, commitment to and responsibility for equality and diversity as detailed in the Authority’s Strategic Plan and Equality and Diversity Policy.
   3. To ensure the positive promotion of equality and diversity throughout the Fire and Rescue Service particularly in terms of fire safety protection and technical.
   4. To be responsible for managing equality and diversity policies through leadership and a positive attitude to secure continuous improvement in organisational culture.
2. **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.