**TITLE OF POST: POLICY AND** **IMPROVEMENT ADVISOR**

**GRADE: SO2**

**RESPONSIBLE TO: HEAD OF POLICY AND ENGAGEMENT**

**MAIN PURPOSE OF JOB:**

Under the guidance of the Head of Policy and Engagement, this role is responsible for advising, facilitating and managing policy and improvement activities and projects across the organisation. It will ensure our approach is informed by national policy developments, compliant with legislation, and responsive to the recommendations that arise from inspections, audits and efficiency reviews.

# 1 SUPERVISORY DUTIES (GENERAL POLICY)

* 1. To promote the Service Vision, ‘Creating the Safest Community’.
  2. Supporting the Head of Policy and Engagement to efficiently manage and deliver functional activities within the Service.
  3. Contributing to the development of strategic organisational projects and activities relative to the work of the department by applying appropriate strategies.
  4. Contribute to the development of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
  5. Continuously review working practices to identify change programmes to promote continuous improvement.
  6. Encourage appropriate and robust quality and assurance systems within the department.
  7. Establish, develop and maintain positive and effective liaison links with appropriate organisations and partners as required.
  8. Contribute to the preparation and production of quality management reports for consideration by the Fire Authority, Senior Management Team and other groups.
  9. Contribute to the implementation of strategically sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
  10. Ensure complete compliance with the Data Protection Act and to ensure data security is maintained.
  11. Undertake any other duties as directed

**2. ROLE SPECIFIC DUTIES**

2.1 To develop, implement and maintain policies and procedures across the Authority in accordance with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.

* 1. To co-ordinate the improvement, development, implementation and monitoring of the Authority’s Strategic Plans and assist with strategic planning across the Service.
  2. To produce improvement reports and action plans to monitor the implementation of recommendations that arise from inspections, audits and efficiency reviews.
  3. To undertake project planning and co-ordination that assists with the implementation of recommendations arising from inspections, audits and efficiency reviews, or the requirements of national policy.
  4. To promote good corporate governance and ensure the governance arrangements within the service are implemented in line with Standing Orders and associated policy.
  5. To produce reports for Senior Leaders and Fire Authority Members and coordinate the implementation of resultant improvement actions.
  6. To develop, introduce and evaluate continuous improvement techniques that support strategic planning, efficiency and other reviews carried out by the Authority.
  7. To provide support to the Service with internal and external consultation activities
  8. To analyse a range of information and guidance to develop and maintain a range of service process improvement techniques.
  9. To contribute to the support of performance improvement and planning.
  10. To liaise with other organisations (fire and rescue services, local authorities, etc.) and partner agencies as appropriate
  11. To liaise with Heads of Departments, Senior Leaders and Fire Authority members and trade unions representatives on policy and improvement activities.
  12. To promote service improvement through workshops, seminars and presentations and similar events.
  13. To supervise and manage the performance and development of team members and direct reports as deemed appropriate.
  14. To represent the Service at various external meetings.
  15. To undertake any other duties appropriate to the post.
  16. Ensure compliance with the Data Protection Act and ensure data security is maintained.
  17. To attend internal and external training courses as necessary.

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:-
   2. Take reasonable care for their own health and safety.
   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.
  2. 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 as appropriate.

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.