



Protecting local  
communities

## **VACANCY**

**Job Title:** Hub Manager

**Hours:** 18.5 hours per week

**Salary:** £25,463 - £28,221 per annum (starting salary £25,463) pro-rata

**Duration:** Fixed-term for 6 months (with the possibility of extension)

**Location:** Middlesbrough District

Cleveland Fire Brigade is looking for a highly motivated and effective leader to take on the role as Hub Manager across the Middlesbrough District. The role is fixed-term for 6-months in the first instance with the possibility of an extension.

Responsible for managing Hub Personnel including setting objectives, monitoring performance and workloads, the post holder will also collaboratively work with the Police and safer partnerships to help improve the safety of the community.

Candidates must have demonstrable experience of managing and leading teams alongside experience of developing and maintaining effective working relationships with partner agencies. The successful candidate must hold a professional qualification in a related discipline of health and wellbeing/community engagement supported by evidence of learning in management and leadership.

Knowledge of safeguarding, health and wellbeing issues within the local community is an essential.

To download an application form and information pack visit <https://www.northeastjobs.org.uk/clevelandfirebrigade> alternatively you can email [recruitment@clevelandfire.gov.uk](mailto:recruitment@clevelandfire.gov.uk) or contact the Human Resources Department on 01429 874021.

**Closing Date: 14 February 2019**

**Assessment/Interview Date: 22 February 2019**



North East  
Better Health  
at Work Award



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## Personal Role Profile

<b>Role Title:</b>	Hub Manager (Middlesbrough District)	<b>Reporting To:</b>	District Manager
<b>Location:</b>	Middlesbrough District	<b>Role/Grade:</b>	F
<b>Purpose of Role:</b>	As a member of the District Management Team the post involves management of Hub Personnel and activities.		

### Key Responsibilities

#### **Hub Manager**

- Line Manager and responsible for Hub Personnel including setting objectives, monitoring performance, managing sickness absence and undertaking appraisals.
- Manage the workload of Hub Personnel through risk identification and objective setting.
- Maximise the usage of Hub Personnel to assist in reducing risk in our communities.
- Manage Hub resources to ensure they are working as effectively and efficiently as possible.
- Provide regular updates to your Line Manager regarding Hub Personnel activities, productivity and issues through regular meetings and providing reports.
- Assist in partnership arrangements to help improve the safety of the community.
- Requirement to integrate with Police and Safer partnerships to provide a collaborative way forward as Integrated Community Safety Teams. This may require working from differing locations throughout the Brigade area, including Police Stations.
- Research, investigate & promote any opportunities for partnership working in relation to vulnerable groups to help reduce the Risk to the community as directed by the District manager.
- Deputies for the HUB Manager in other Districts during periods of absence such as annual leave or sickness absence in relation all aspects of their work, in particular in relation to the responsibilities listed for Fire Escape and Mini Fire Station Centre manager.
- Responsible for the management of any future arrangements that the brigade may developed with respect to community activities in their HUB areas similar to those arrangements required by community initiatives such as "Fire Escape and Mini Fire Station Centre".

#### **Fire Escape and Mini Fire Station Centre Manager**

- Responsible for implementing and monitoring a business plan which will outline the objectives of both facilities, mission statement(s), assess risk, services offered, market analysis, strategy, implementation and financial plan(s) annually.
- Brief and debrief facility users before and after activities.
- Ensure both facilities are being utilised to work towards making our communities safer and

provide opportunities for local community users.

- Undertake marketing campaigns to attract new users to both facilities.
- Deal with queries, problems and complaints at both facilities in line with Brigade procedure(s).
- Record, report and investigate all accidents at both facilities in line with Brigade procedure(s)
- Ensure that users of both facilities are aware of the relevant code of conduct and abide by it at both facilities through induction session(s)
- Plan appropriate risk reduction programs of activities suitable for groups in conjunction with the District Risk Footprint.
- Ensure the financial management of both facilities, such as costing and invoicing for use of both facilities and accounts are kept up to date by liaising with Finance Department.
- Advertising both facilities through promotional literature, the internet and networking opportunities.
- Evaluating the work of both facilities and planning new activities to meet changing demands.
- Bidding for funding from government bodies to improve facilities and courses offered at both facilities.
- Generating income by hiring out facilities for other types of activities than what is presently in place, e.g. music groups, study groups, retreats, conferences and activities such as yoga or tai chi etc...
- Provide regular updates to your Line Manager regarding both facilities including business opportunities and recommendations through regular meetings and reports

### **Corporate**

1. Take reasonable care of own health and safety and co-operate with management, so far as is necessary, to enable compliance with health and safety policies and legislative requirements.
2. Promote equality and diversity including implementing and communicating the organisation's values and expectations.
3. Apply Best Value and continuous improvement principles into organisational functions and activities.
4. Ensure that self and directly managed staffs continually develop to improve organisational performance.
5. Attend external bodies, national committees or working groups as required.
6. Network with peers and central bodies to capture and learn from good practice.
7. Take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure
8. Maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role.

## Uniform

1. The person appointed to this post is required to wear the Brigade's Corporate Wear uniform in line with the Brigade's Dress and Appearance Policy.

## Cleveland Fire Authority Vision Statement

Our Vision for 2018-2022 is that we have built a sustainable future and:

- Make a positive difference to the safety and quality of life of every local citizen; and the places where they live and work
- Deliver services by people who are professional, proud and passionate

Are nationally recognised as being high performing and innovative; and internationally renowned for being able to reduce risk in business, industry and the home

## Cleveland Fire Brigade Values

**Protect** – putting safety first. Protect ourselves, the community, the organisation and the environment from all avoidable harm.

**Respect** – respect ourselves; our colleagues; our community; our heritage; our property; our organisation and our environment.

**Improvement** through learning – learning from our own and others experiences to continuously improve service delivery.

**Demonstrate efficiency** – doing the right things well by maximising the use of resources, being financially prudent and achieving continuous improvement.

- **Engagement** – understand and engage our communities in order to provide the most appropriate range of services to significantly contribute to improving their quality of life.

## Strategic Priorities

- Safer, Stronger Communities
- A Proud, Passionate, Professional and Inclusive Workforce

Efficient Use of Resources

## Personal Qualities and Attributes (PQAs)

**Commitment to Diversity and Integrity** Promotes and manages diversity and demonstrates a fair and ethical approach in all situations

**Openness to Change** Proactively supports change, seeking opportunities to promote improved organisational effectiveness

**Confidence and Resilience** Consistently projects and promotes a confident, controlled and focused attitude in highly challenging situations

**Working with others** Leads, involves and motivates others both within the Fire & Rescue Service and in the community

**Effective communication** Communicates effectively, both orally and in writing

**Commitment to Development** Committed and able to develop self, individuals and teams to improve organisational effectiveness

**Problem Solving** Understands and applies relevant information to make appropriate decisions which reflect key priorities and requirements

**Situational Awareness** Maintains an active awareness of the environment to promote safe and effective working

**Commitment to Excellence** Leads groups to achieve excellence by the establishment, maintenance and management of performance requirements

**Planning and implementing** Creates and implements effective plans to deliver a range of organisational objectives

## Signatures

Approved by: Line Manager

Agreed by: Post Holder

Authorised by Head of L&D

Date:

**CLEVELAND FIRE BRIGADE****PERSONAL SPECIFICATION – STOCKTON & HARTLEPOOL HUB MANAGER**

	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Qualifications/ Attainments</b>	<ul style="list-style-type: none"><li>Professional qualifications in a related discipline of health and wellbeing/community engagement.</li><li>Evidence of learning in management and leadership (short courses/training etc).</li></ul>	<ul style="list-style-type: none"><li>Application Form, Certificates;</li><li>Application Form, Certificates;</li></ul>	<ul style="list-style-type: none"><li>Education to degree level.</li></ul>	<ul style="list-style-type: none"><li>Application Form, Certificates;</li></ul>
<b>Experience and Knowledge</b>	<ul style="list-style-type: none"><li>Knowledge of safeguarding, health and wellbeing issues within local communities.</li><li>Experience of managing and leading teams.</li><li>Experience of developing and maintaining effective working relationships with partner agencies.</li><li>Knowledge of domestic fire safety and initiatives to reduce risk to vulnerable members of the community.</li><li>Experience of engaging with local safeguarding boards and developing strategies and procedures for safeguarding.</li></ul>	<ul style="list-style-type: none"><li>Application Form, Interview;</li><li>Application Form, Assessment, Interview;</li><li>Application Form, Interview;</li><li>Application Form, Interview;</li><li>Application Form, Interview;</li></ul>	<ul style="list-style-type: none"><li>Experience of budget management.</li></ul>	<ul style="list-style-type: none"><li>Application Form, Interview;</li></ul>
<b>Skills and Competence</b>	<ul style="list-style-type: none"><li>A persuasive and expert communicator adept at engaging with service leaders and senior organisational managers.</li><li>A talented leader used to working in pressurised environments and achieving organisational goals.</li><li>Able to analyse, evaluate and present performance management</li></ul>	<ul style="list-style-type: none"><li>Application Form, Assessment, Interview;</li><li>Application Form, Interview, References;</li><li>Application Form, Assessment, Interview;</li></ul>	<ul style="list-style-type: none"><li>Experience of public speaking or community engagement.</li><li></li></ul>	<ul style="list-style-type: none"><li>Application Form, Interview;</li></ul>

	<p>information.</p> <ul style="list-style-type: none"> <li>• Well-developed information communications technology skills.</li> <li>• Excellent communication skills both orally and written.</li> <li>• Supervisory skills.</li> <li>• Leadership skills.</li> <li>• Able to work under pressure and deliver high quality results to set deadlines.</li> </ul>	<p>Presentation</p> <ul style="list-style-type: none"> <li>• Application Form, Interview, References;</li> <li>• Application Form, Interview, References;</li> <li>• Application Form, Interview, References;</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form, Interview;</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A highly motivated and enthusiastic leader with the ability to inspire others and use expertise and integrity to build relationships with all of the partners critical to the Brigade's success.</li> <li>• Prepared to work flexibly</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form, Assessment, Interview;</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form, Interview;</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Able to represent the Brigade at all times professionally.</li> <li>• Commitment to Equality and Diversity.</li> <li>• Commitment to Health and Safety</li> <li>• Good health and attendance record.</li> <li>• Ability to meet the service's medical requirements.</li> <li>• Requirement to undertake an enhanced Disclosure and Barring Service Check (DBS check)</li> </ul>	<ul style="list-style-type: none"> <li>• Interview;</li> <li>• Application Form, Interview;</li> <li>• Application Form, Interview;</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form, Interview;</li> </ul>

# **CLEVELAND FIRE BRIGADE**

## **HUB MANAGER**

### **NATIONAL JOINT COUNCIL FOR LOCAL GOVERNMENT SERVICES**

#### **CONDITIONS OF SERVICE**

- Role/Grade: Grade F (£25,463 - £28,221) pro-rata
- Payment of Salary: Direct to Bank or Building Society on the 15<sup>th</sup> day of each month
- Annual Leave: 26 days rising to 31 after 5 years' continuous service pro rata
- Hours of Work: 37 Hours per week (an annualised hours working scheme is in operation)
- Pension Arrangements: Care Average Local Government Pension Scheme (Optional)
- Car User Status: A pool car will be made available for business use as necessary.
- Uniform: A full uniform will be provided

Applicants will be required to obtain a satisfactory Enhanced DBS check.