

## NORTHUMBERLAND COUNTY COUNCIL

### PART A: JOB DESCRIPTION

<b>DIRECTORATE:</b>	Chief Executive's
<b>SERVICE:</b>	Fire & Rescue
<b>JOB TITLE:</b>	Assistant Chief Fire Officer (Service Delivery)
<b>GRADE:</b>	Band 16 SCP 65 – Spot Salary
<b>RESPONSIBLE TO:</b>	Chief Fire Officer
<b>RESPONSIBLE FOR:</b>	Service Delivery
<b>Service:</b>	Service Delivery
<b>Employees:</b>	Service Delivery personnel
<b>Budget:</b>	As determined by Chief Fire Officer
<b>Other Resources:</b>	Service Delivery resources

#### JOB PURPOSE

To support the Chief Fire Officer regarding strategic leadership, management and advice on all Fire & Rescue Service and Civil Contingencies related issues.

To provide efficient leadership, co-ordination and management of the Fire & Rescue Service.

To make a positive and effective contribution to Corporate Management as determined by the Chief Fire Officer.

#### KEY STATUTORY/FUNCTIONAL RESPONSIBILITIES:

In accordance with the Fire and Rescue Services Act 2004 and all related primary or secondary legislation and or regulations, to effectively discharge all statutory and operational Gold Command responsibilities on behalf of the Chief Fire Officer and to be directly responsible for the management of all executive, administrative and operational matters.

Deliver rostered operational emergency response (Gold Command) cover as part of the Principal Officer Group in NFRS, and regional and national response on a 24/7 continuous availability basis. This cover will require both strategic and critical Gold Command provision.

On behalf of the Chief Executive, to support the Chief Fire Officer as the Principal Advisor to the Authority on all Fire & Rescue Service matters, advise the Council on policies necessary to secure adequate standards of fire and rescue delivery for the protection of life and property and for the carrying out of humanitarian services within the policies of the Council and as required by national, regional and local guidance and standards.

To support the Chief Fire Officer on Business Continuity Planning and related resilience matters for Northumberland County Council.

To be accountable for the effective performance and delivery of the following functions:

Service Delivery

**PRINCIPAL ACCOUNTABILITIES – SERVICE DELIVERY**

1. Provide strategic management and professional advice to the Chief Fire Officer and Chief Executive as required on all matters of strategy and policy relating to Fire & Rescue Service issues. Ensure that all relevant Strategic Plans, policies and statutory requirements are effectively developed and implemented.
2. Ensure the provision of timely and accurate advice and information to the Chief Fire Officer and Chief Executive, relevant political management, advice on the development and review of policies and strategies related to Fire & Rescue Service related issues. Ensure that these are integrated with Corporate, Directorate and Partner Agencies' strategies.
3. As directed by the Chief Fire Officer, determine the most effective utilisation and deployment of resources (Human, Physical and Financial) within the Fire & Rescue Service in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.
4. As directed by the Chief Fire Officer, ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of Fire & Rescue Service related strategies, policies and practices.
5. As directed by the Chief Fire Officer, establish and maintain effective management and communication systems and processes within the Fire & Rescue Service and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
6. As directed by the Chief Fire Officer, provide strategic leadership and direction to managers within the Fire & Rescue Service to promote performance management initiatives and systems. Promote the support and development of staff through appraisal, mentoring, training and development programmes. Promote and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations.
7. As directed by the Chief Fire Officer, actively promote the role of the Council in relation to Fire & Rescue Service activities and policies at local, regional and national level as appropriate.
8. As directed by the Chief Fire Officer, ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects of Fire & Rescue Service provision.
9. As directed by the Chief Fire Officer, participate as required in the corporate planning and management of the Council. Ensure full compliance with corporate policies and processes by management and staff within the Fire & Rescue Service and Civil Contingencies and actively promote and encourage the adoption of Council policies and initiatives.
10. As directed by the Chief Fire Officer, promote relations with all other Services of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of Fire & Rescue Service.
11. As directed by the Chief Fire Officer, assume strategic responsibility for the effective leadership and management of Emergency Response, Fire Safety, Learning and Development, Human Resources and Occupational Health and the services and responsibilities delivered by these functions.
12. As directed by the Chief Fire Officer, any other duties consistent with the nature, level and grade of the post as directed by the Chief Fire Officer and Chief Executive.

## **NORTHUMBERLAND COUNTY COUNCIL**

### **PART B: CORE COMPETENCIES**

#### **Working with Partners**

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- work collaboratively across services to deliver corporate excellence
- work collaboratively with external partners to deliver excellent service
- seek opportunities for partnership working at a local, regional, national and European level
- clarify expectations, objectives and working arrangements of partnerships
- contribute effectively to multi-partner projects

#### **Serving our Community**

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- promote the Community Plan
- seek and act on feedback from the community
- influence Service and Corporate plans to reflect community needs
- develop, deliver and improve access to services based on an awareness and understanding of the diverse community
- promote equality of opportunity in service delivery

#### **Working within the Political Arena**

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- understand and actively support the role of Councillors
- understand and actively support the democratic process within Northumberland Council
- recognise the impact of Government and legislation on Council strategy and services
- consult, support and keep Councillors informed

#### **Delivering Excellence**

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- understand how corporate performance is measured
- monitor and evaluate services in relation to objectives and performance indicators
- establish a culture that embraces the agreed Vision and Values
- be positive ambassadors for the organisation
- contribute to strengthening corporate leadership capacity
- identify opportunities where organisational performance could be improved

#### **Focusing on the Future**

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- scan the external environment, look ahead, assess strategic options and develop the Council in the medium and long term
- lead the development and implementation of corporate policy at a strategic level
- challenge what we do and how we do it
- influence relevant national and regional organisations and partners
- connect plans, policies, strategies and services to provide consistent service delivery
- generate innovative ideas
- translate strategy into action
- consider the implications of decisions across the Council and act in the overall interests of Council performance

### **Building Shared Vision and Values**

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- scan the internal environment and engage employees in compelling visions of the future
- create an environment in which a culture embracing Vision and Values can thrive
- involve all stakeholders in building a vision for the future
- have a clear picture of the direction the organisation is taking and communicate it with insight, energy and vision
- translate the Council's vision into practical and achievable plans

### **Strengthening Corporate Leadership Capacity**

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- continuously develop the political leadership and managerial interface
- operate with others as a cohesive senior managerial team
- create time with staff and other managers for discussion about their development rather than fire-fighting
- coach and mentor staff and other managers
- lead, delegate and empower others at a strategic level
- identify and develop potential senior managerial successors

### **Promoting and Facilitating Change**

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- critically evaluate the reasons that prompt change and take appropriate action
- proactively steer internal change
- proactively manage the exchange of information between the public and the organisation
- consider the resource implications of change
- anticipate and respond to emotional and morale issues brought about by change
- monitor and evaluate the change process to ensure aims are met

**NORTHUMBERLAND COUNTY COUNCIL**

**PART C: PERSON SPECIFICATION**

<b>DIRECTORATE:</b>	Chief Executive's
<b>SERVICE:</b>	Fire & Rescue
<b>JOB TITLE:</b>	Assistant Chief Fire Officer
<b>GRADE</b>	Assistant CFO

**Experience, Knowledge and Skills**

- Silver Command competence within a multi-agency environment associated with Group/Area Manager Role Map.
- Experience of supporting Operational Gold Command.
- Recent extensive experience and consistent achievement at a senior management level within an organisation of comparable scope and complexity.
- Experience of successful senior management and a proven track record of leading in the formulation and delivery of strategic objectives and policies within a large, multi-disciplined organisation.
- A demonstrable track record of leading and managing multi-disciplinary teams and delivering outcomes that require collaborative approaches both within the organisation and with external partners.
- Experience and demonstrable success in the generation and management of organisational / cultural change and of securing the support of others in the process.
- Extensive experience in the management of people and finances within a comparable organisation.
- A successful track record of engaging effectively with others at a senior level and building productive partnerships with key stakeholders.
- Evidence of success in building and enhancing the reputation of an organisation with external bodies and media.
- Thorough knowledge and understanding of relevant service legislation, best practice and contemporary issues.
- Financial and commercial awareness, with strong analytical skills and an excellent aptitude for developing innovative solutions to complex problems.
- Outstanding interpersonal and communication skills to relate effectively to, and command the respect, trust and confidence of employees, Council Members, the community and other stakeholders.
- IT skills and awareness.

**Motivation**

- An inspirational, motivational, enthusing leader with a clear vision for Services with high levels of energy, stamina and resilience.
- Fully committed to the principles and values underpinning the Council.
- A strong corporate orientation and a commitment to tackling issues in a non-departmental manner.
- Maintain personal conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners and other stakeholders.