

Post Title: Group Manager B (Protection)	Director/Service/Sector NFRS		Office Use
Grade/Role: Group Manager B	Workplace: As directed by CFO		JE ref:
Responsible to: Assistant Chief Fire Officer	Date: August 2021	Manager Level:	HRMS ref:
<p>Job Purpose: To manage, develop and implement Protection strategies and services that support the strategic vision and business objectives of Northumberland Fire & Rescue Service in line with Service policy.</p> <p>To ensure the statutory duty of fire safety legislation is met with proactive enforcement of fire safety regulations.</p>			
Resources	Staff		
	Finance		
	Physical		
	Clients		
<p>Duties and key result areas:</p> <p>1. Lead, Monitor and Support people to resolve operational incidents</p> <ul style="list-style-type: none"> ● Review and determine incident status. ● Assume responsibility and implement action to support those involved in the incident. ● Debrief following resolution of incident. <p>2. Implement organisational strategy</p> <ul style="list-style-type: none"> ● Allocate roles and responsibilities for implementation of strategic plans. ● Delegate and provide support to those who will undertake implementation. ● Maintain effective working relationships with those who can assist with implementation of the strategic plan. <p>3. Implement and manage change in organisational activities</p> <ul style="list-style-type: none"> ● Identify opportunities for improvement in activities. ● Evaluate proposed changes for benefits and disadvantages. ● Plan the implementation of change in activities. ● Agree the introduction of change. ● Implement changes in activities. 			

4. Plan and implement activities to meet service delivery needs

- Plan and allocate work activities to meet service delivery needs.
- Agree budgets and resources for work activities.
- Implement and evaluate work plans to achieve objectives.
- Make recommendations for improvements to work activities.

5. Determine effective use of physical and financial resources

- Allocate resources to meet service delivery needs.
- Make recommendations for expenditure.
- Control expenditure against budgets.

6. Select personnel for employment

- Identify personnel requirements.
- Select required personnel.

7. Manage the performance of teams and individuals to achieve objectives

- Allocate and delegate work to teams and individuals.
- Agree objectives and work plans with teams and individuals.
- Assess the performance of teams and individuals.
- Provide feedback to teams and individuals on their performance.
- Resolve performance issues with teams and individuals.

8. Develop teams and individuals to enhance work-based performance

- Identify the development needs of teams and individuals.
- Plan the development of needs of teams and individuals.
- Develop teams to improve performance.
- Deliver individual learning and support for development.
- Evaluate the development of teams and individuals.

9. Manage yourself to achieve work objectives

- Organise and structure personal work activities to achieve objectives.

- Develop and continuously improve productive working relationships.
- Implement personal development plan to continuously improve personal performance.

Optional Standards

10. Advise on development and implementation of quality policies and practice

- Advise and support on the development of quality policies.
- Advise on strategies to implement quality policies.

11. Implement quality assurance systems

- Establish quality assurance systems.
- Maintain quality assurance systems.
- Recommend improvements to quality assurance systems.

12. Monitor compliance with quality systems

- Plan to audit compliance with quality systems.
- Implement the audit plan.
- Report on compliance with quality systems.

13. Develop information systems to support service delivery objectives

- Identify information and communication requirements.
- Select information management and communication systems.
- Implement information management and communication systems.
- Monitor information management and communication systems.

14. Agree project plan to meet specified objectives

- Agree the project's scope and definition.
- Develop plans to achieve the project's goals.
- Establish the project's resources and control methods.

15. Co-ordinate projects to achieve objectives

- Support the project team.
- Co-ordinate activities, resources and plans.

- Keep stakeholders informed of project progress.

16. Other duties and responsibilities (Protection).

- To plan, develop and implement strategy for fire safety activities to ensure the Authority meets its statutory responsibilities in respect of fire safety legislation in the capacity of enforcing, consulting and advice.
- To contribute to the strategic development of the Service as a member of the Service Management Group.
- To contribute to the strategic development of Fire Safety issues within the Fire Services of the Northeast as a member of Regional Fire Safety Working Groups.
- To develop, establish and maintain appropriate systems for measuring fire safety performance and recording eg CFRMIS.
- To assist/ lead in the preparation of improvement or prohibition notices under the Regulatory Reform (Fire Safety) Order to ensure public safety with regard to fire. Undertake formal prosecution procedures as necessary in conjunction with the County Solicitor. This will include the interview of Responsible Persons under P.A.C.E conditions, and where necessary appearance at the Magistrates Court.
- To ensure systems are in place for the accurate recording, maintenance and reporting of fire safety information relating to premises across the county of Northumberland.
- To lead and support Station Managers in relation to performance management and the production of all necessary reports.
- To lead and support the fire investigation team in relation to performance management and the production of all necessary reports.
- To be responsible for the management of service fire safety performance standards and to co-ordinate and monitor the performance of staff within the fire safety department.
- To ensure that discipline, health, safety, welfare and morale of all Fire Safety Department personnel are maintained at the highest level.
- In consultation with appropriate personnel investigate and progress funding streams for fire safety initiatives.
- To interpret and provide advice to managers, businesses and the community with regard to the application of local, regional and national guidance, policies and legislation.
- To produce and present reports to relevant groups / working parties at local, regional and national level.
- To manage and control fire safety expenditure within agreed budgets.
- To liaise with other department managers within the Service and the County Council so as to understand all implications of fire safety legislation within their business and planning.
- To develop and maintain relationships and partnerships with Industry and Commerce in respect of improving knowledge of fire safety standards within the community.
- To advise the Service with regard to the development of risk-based auditing systems and appropriate premise inspection programmes.
- To oversee and advise on the fire safety aspects of new or major business developments and ensure appropriate resources are allocated.
- To be responsible for development and maintenance of policies and procedures relating to fire investigation and compilation of reports for HM Coroner.
- Coordinate and monitor fire safety work carried out at Area level to ensure performance standards are being met.
- Oversee the service wide Exchange of Information system, liaising where appropriate with the relevant Group Manager to arrive at satisfactory conclusions and ensure consistency of approach.
- To utilise data from a variety of sources to inform the planning and change process;
- To undertake any other duties as may be required by the Chief Fire Officer.

17. HEALTH AND SAFETY (GENERAL POLICY)

By reference to current Health and Safety legislation and Northumberland County Council's Health and Safety Policy to ensure that: -

- A safe place of work is maintained by the establishment and continuance of Health and Safety inspections of premises and equipment.
- All personal accidents involving personnel and/or equipment are reported and investigated in line with prescribed procedures.
- All Health and Safety defects are reported as appropriate.
- To monitor sickness absence in an effort to ensure that individuals receive the full support of the Service's resources.

19. DIVERSITY AND EQUALITY (GENERAL POLICY)

- To champion a sustainable improvement in equality practice at a corporate and departmental level.
- To ensure a clear understanding, commitment to and responsibility for diversity and equality as detailed in the Service's Strategic Plan and Northumberland County Council's Diversity and Equality policy.
- To ensure the positive promotion of diversity and equality throughout the Fire and Rescue Service particularly in terms of service delivery.
- To be responsible for managing diversity and equality policies through leadership and a positive attitude to secure continuous improvement in organisational culture.

20. Environmental Strategy

- To demonstrate and understanding and commitment to Northumberland County Council's Environment Strategy in relation to the environment and carbon reduction policies.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:
Working patterns:
Working conditions:

To report to designated station for periods of duty
Flexi Duty Officer Rota
Grey Book Terms & Conditions

Post Title: Group Manager (Protection)	Director/Service/Sector: NFRS	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
<p>Knowledge and understanding of strategic planning and the planning process; structure, role and function of NFRS; the Service's Performance Management framework and knowledge of national issues affecting the fire service.</p> <p>Working knowledge and understanding of operational policies and procedures for a wide range of emergency and non-emergency incidents, and a successful record of managing a wide range of operational incidents including conducting briefings and debriefings.</p> <p>Knowledge and awareness of cultural and community issues affecting service delivery, and a knowledge and understanding of the application of risk-based community safety activities in a diverse and multi-cultural community</p> <p>Knowledge and understanding of personnel policies and procedures including those relating to discipline, grievance, attendance management, leave, appearance, all matters pertaining to crewing and detachments, rostered PHs, complaints etc.</p> <p>Knowledge and understanding of Health and Safety legislation and the application of associated policies and procedures.</p> <p>A knowledge of Fire Service finance systems, and an ability to ensure limited resources are utilised to optimum effect.</p> <p>Skills for Justice Incident Command Level 3 qualification</p> <p>Fire Safety Level 4 Diploma</p>	<p>Fire Safety engineering qualification Level 5 or above</p> <p>Up to date knowledge of National Government requirements of Fire Authorities in the management of protection activities</p>	
Experience		
<p>Experience of managing and allocating resources in the creation of effective plans, with recognition of the potential political implications of actions from a strategic perspective</p>	<p>Involvement in local community risk management activities.</p> <p>Experience of project planning, co-ordinating, reviewing and</p>	

<p>Experience of contributing to the development of strategy and policy and demonstrate proven record of monitoring, auditing and reviewing objectives against departmental and service activities</p> <p>Experience of successfully interfacing with the public and other agencies, and promoting such relationships within the workforce</p> <p>Established record of successfully leading and managing people, including responding to and dealing with conflict and challenging inappropriate behaviour. Evidence of consistently projecting and promoting a confident, controlled and focussed attitude in highly challenging situations.</p> <p>Experience of managing tasks and people and commitment to teamwork as part of the management team. Evidence of problem-solving ability – making appropriate decisions, which reflect key priorities and requirements.</p> <p>Experience of community fire safety and fire safety enforcement activities at station and/or Area level, and a working knowledge of fire safety legislation and risk-based policies.</p>	<p>reporting to stakeholders</p> <p>Experience of budgetary management, and control</p> <p>Experience of recruiting personnel both internally and externally. Awareness of equalities issues, and possession of interviewing skills</p> <p>Experience of conducting accident and/or other investigations, either as an individual or part of a team, and reporting effectively on outcomes with sound recommendations</p> <p>Experience of managing a fire safety team</p> <p>Experience of enforcing the Regulatory Reform (Fire Safety) Order 2005.</p> <p>Experience of carrying out P.A.C.E. interviewing techniques.</p> <p>Experience of managing fire safety requirements for complex building regulation submissions.</p>	
<p>Skills and competencies</p>		
<p>Show evidence of proactively supporting change to promote organisational effectiveness.</p> <p>Commitment to equality of opportunity, both in the workplace and service provision, and a knowledge and understanding of the legislation and Service's policies and procedures for bullying, harassment and other equalities issues</p> <p>Skills should include delegation, assessing and feeding back on performance, resolving performance issues, promotion of morale and efficiency, interpersonal skills, ability to focus on key issues, influencing and negotiating</p> <p>Proven record of sound communication skills, both oral and written</p> <p>Commitment to, and a successful record of, the development of junior staff, particularly identifying development needs and successful evaluation of support</p>	<p>Working knowledge of the Community Fire Risk Management Information System (CFRMIS).</p>	

<p>activities. Experience of development, delivery and evaluation of training programmes</p> <p>Personal skills should include the ability to motivate others, both within the Service and the community</p> <p>Personal qualities and skills should include good self-organisation; methodical; motivated and independent thinking; setter of high personal standards; an ability to deal flexibly with varying pressures and prioritise accordingly, analytical and problem-solving skills; and a willingness to undertake other roles at Group Manager level</p> <p>Possession of ICT skills in an office-based environment</p>		
Physical, mental and emotional demands		
<p>To work on the 'flexible duty' rota system</p> <p>Attend residential and non-residential training courses consistent with role</p> <p>Provide a standby/callout base at a location suitable to the Chief Fire Officer</p> <p>Represent Northumberland Fire and Rescue Service both in and out of normal working hours at functions as required</p> <p>Take on additional specialist roles</p>		
Other		
<p>Hold a current driving licence</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits