Job Description and Person Specification

**Hub Manager: Grade F**

**Job Description**

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| Role Title | **Hub Manager** | Reporting to | **District Manager** |
| Location | **Middlesbrough Hub** | Role/Grade | **Grade F** |

**Purpose of the Job**

To assist in the delivery of the Brigade’s Domestic Fire Safety (Prevention) Strategy,

enabling the Fire Authority to meet its statutory duties and to improve Community Safety

across the Cleveland wide area.

**Key Duties and Responsibilities**

**Corporate**

* 1. To create a positive working environment by promoting the Brigade’s values and behaviours equality, diversity and inclusion, health and safety, and health and wellbeing

1.2 To ensure individual continuous development to improve personal and organisational performance

1.4 To ensure compliance with the Data Protection Regulations

1.5 To take part in Personal Development Reviews and complete Personal Development Records in accordance with Brigade procedure

1.6 To maintain relevant skills and knowledge aligned to key responsibilities and National Occupational Standards to determine continued maintenance of competence in role

**Functional**

2.1 Line Manager and responsible for Hub Personnel including setting objectives, monitoring performance, managing sickness absence and undertaking appraisals.

* 1. Manage the workload of Hub Personnel through risk identification and objective setting.
	2. Maximise the usage of Hub Personnel to assist in reducing risk in our communities.
	3. Manage Hub resources to ensure they are working as effectively and efficiently as possible.
	4. Provide regular updates to your Line Manager regarding Hub Personnel activities, productivity and issues through regular meetings and providing reports.
	5. Responsible for managing modified duties personnel in Hub.
	6. Responsible for ensuring vehicles are available for Hub Personnel.
	7. Support and promote equality and diversity, respect and dignity for all staff and members of our local communities in line with Brigade policy
	8. Carry out all duties as detailed in the Brigade’s Health & Safety Policy

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**Role Map**

In addition to the general qualities required, the post holder is subject to some aspect of the Fire and Rescue Service Role Map. You will be expected to evidence that you are competent when judged against this role map and maintain that competence through continuing professional development.

FF1 - Inform and educate your community to improve awareness of Safety

FF2 - Take responsibility for effective performance

FF7 - Support the development of colleagues in the workplace

FF8 - Support and Contribute to safety solutions to minimise risks to your community

FSB9 - Work in partnership to minimise risks to the community Support the

WM2 - Maintain activities to meet requirements

WM3 - Manage information for action

WM9 - Support the efficient use of resources

**Values and Behaviours**

The Authority’s ‘PRIDE’ values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

A copy of our values and behaviour framework is included within the Brigade’s application pack; if this is not the case please contact the Brigade’s Human Resource team as behaviours will be assessed throughout the recruitment/promotion processes.

**Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the ‘Blue Work Wear Uniform’ as set out in the Brigade’s Dress and Appearance Policy.

**Person Specification**

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| --- | --- | --- |
| **Category** | **Criteria** | **Measure** |
| **Qualifications****Competences** | * Professional qualifications in a related discipline of health / safety / wellbeing / community engagement. (E)
* Evidence of learning in management and leadership (short courses/training etc). (E)
* Educated to degree level (D)
 | AF,CAF, C AF,C |
| **Experience and Knowledge**  | * Experience of managing and leading teams. (E)
* Experience of developing and maintaining effective working relationships with other agencies. (E)
* Knowledge of domestic fire safety and initiatives to reduce risk to vulnerable members of the community. (D)
* Experience of budget management. (D)
 | AF,AC,IAF,IAF, IAF,I  |
| **Skills and competence**  | * A persuasive and expert communicator adept at engaging with service leaders and senior organisational managers. (E)
* A talented leader used to working in pressurised environments and achieving organisational goals. (E)
* Able to analyse, evaluate and present performance management information. (E)
* Well-developed information communications technology skills. (E)
* Excellent communication skills both orally and written. (E)
* Supervisory skills. (E)
* Leadership skills. (E)
* Able to work under pressure and deliver high quality results to set deadlines. (E)
* Experience of public speaking or community engagement. (D)
 | AF,AC, IAC,I,RAF,AC, IAF,I,RAF,I,RAF,IAF,I,RAF,IAF,I |
| **Personal Qualities and Attributes**  | * 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. (E)
* Prepared to work flexibly (E)
 | AF,IAF,I |
| **Other**  | * Able to represent the Brigade at all times professionally.
* Commitment to Equality and Diversity.
* Commitment to Health and Safety
* Requirement to undertake an enhanced Disclosure and Barring Service Check (DBS check)
 | IAF,IAF,I |

**Key Criteria**

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate