Assistant Director Governance and Assurance

Salary £56,475 (Development) - £61,322 (Competent)

Training & Administration Hub, Queens Meadow Business Park, Hartlepool



Cleveland Fire Brigade is committed to continuous improvement and has incorporated a new role into its structure which offers an exciting opportunity to lead a function that is focussed on providing high quality services across Governance and Assurance, supporting the Brigade's goal to make Teesside safer and stronger.

The role forms a key part of the services Executive Leadership Team and has strategic responsibility for Governance, Organisational Assurance, Business Continuity, Programme Management, HMICFRS Liaison, Health and Safety, Business Support and Risk & Performance.

A key area of focus for the successful postholder will be to support the continuous cultural improvement to ensure employees are engaged, empowered, supported and encouraged to thrive and innovate. Applicants will therefore be expected to uphold, and role model the ethical behaviours within our values framework and the National Core Code of Ethics, whilst leading the management of these teams to ensure the best use of resources and to deliver high quality outcome focused service.

We're looking for someone who demonstrates openness and trust with the ability to engage and motivate others. An individual who is responsive to the present and future needs of the organisation and can consider the best interest of all stakeholders.

You will be joining a professional, proud, passionate and inclusive team and will have access to a range of benefits including:

- Flexible working with our annualised hours system
- Membership of the Local Government career average pension scheme
- Family friendly policies to help you manage your home and work life balance
- Free access to on-site gyms
- Support when you may need it from the Fire Fighters Charity
- Discounts from local and national chains / suppliers with your Blue Light Card
- 24/7 Employee Assistance line plus excellent occupational health services
- Free parking at any of our sites

Please refer to the job description and person specification documents for full details of this post.

For an informal discussion about the post please contact Kristine Ward, Assistant Chief Fire Officer Director of Strategic Planning, People and Resources on 07899 824574.

The deadline for applications is <u>17:00 hours</u> on Sunday 4th May 2025

Dates for noting:

Closing date:	Sunday 4th May 2025
Notification of shortlist:	w/c 5th May 2025
Interview (including presentation):	21st / 22nd May 2025

We are an Equal Opportunities employer and aim to ensure that our workforce is representative of the communities we serve. We understand that having a workforce which is made up of those from the wide range of communities, localities and backgrounds will enable us to offer the best possible service through strong community links, better understanding of our communities and providing opportunities for all. We particularly welcome applications from individuals from Black or Minority Ethnic Backgrounds (BME), those who identify as Lesbian, Gay, Bisexual or Transgender (LGBT) or are registered as disabled as these groups are currently underrepresented within our workforce.

As part of our commitment to Safer Recruitment the successful candidate will be required to undertake a Standard DBS check, NPPV Vetting at Level 3 and National Security vetting at SC Level.

Job Description and Person Specification

Assistant Director Governance and Assurance: Grade J

Job Description

Role Title	**Assistant Director Governance and Assurance**	Reporting to	**Assistant Chief Fire Officer: Director of Strategic Planning, People and Resources**
Location	**Training and Administration Hub**	Role/Grade	**Grade J**

Purpose of the Post

The purpose of this role is to provide strategic leadership to the Service and to ensure the Fire Authority and the Brigade can efficiently and effectively discharges all of its statutory duties and other requirements.

The postholder will support the continuous improvement of the Service, focusing on providing high quality services across Governance and Assurance as well as being a key member of the services Executive Leadership Team.

Cleveland Fire Brigade has a strong set of values that drive the way in which we behave and respond to others at work and this role will be expected up uphold and role model the ethical behaviours within our values and the National Core Code of Ethics.

The post holder will ensure that we deliver against our vision ‘making Teesside safer and stronger’ by working closely with our communities, partners and stakeholders to enhance the reputation of Cleveland Fire Brigade in putting our communities first.

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.

Key Duties and Responsibilities

1 To support the continuous cultural improvement to ensure employees are engaged, empowered, supported and encouraged to thrive and innovate.

2 Create an environment of effective employee engagement where two way communication, challenge, change and improvement is positively encouraged and innovation is fostered.

3 To have strategic responsibility for: Governance, Organisational Assurance, Business Continuity, Programme Management, HMICFRS liaison lead, Health and Safety, Business Support, Risk and Performance. Leading the management teams and ensuring best use of the resources to deliver a high-quality, outcome-focused service.

4 Effectively manage the service area budgets, ensuring delivery within allocated resources and financial risks are identified and mitigated.

5 To work with key services to scope, plan, develop and deliver the Authority's Community Integrated Risk Management Plan

6 To review the services approach to programme and project management to ensure consistency and learning from positive practice.

7 To be an Ambassador of the Fire Authority by engaging and working with Partners, Communities and Staff and promoting its vision, goals, priorities and values

8 To champion continuous improvement and efficiency, and achieve improved value for money and high-quality outcomes for the residents of Teesside

9 To operate within the corporate governance framework maintaining the highest standards of conduct and ethics

10 To act as a single person of contact for the Service when required e.g. HMICFRS Inspection, NFCC

The Assistant Director Governance and Assurance may be occasionally required to be available outside of regular working hours for appropriate emergency situations where necessary.

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

Person Specification

Category	Criteria
Qualifications Competences	• Level 6 in Leadership and Management or relevant degree or equivalent experience (E) • Qualification in project/programme management (D)
Experience	• Experience of working at a strategic level (E) • Experience of working with key agencies, local politicians and partners (E) • Experience of planning and leading organisational strategy through effective decision-making and analysis of risk (E) • Experience of using innovative approaches to delivering public services taking a broad view of stakeholders and partners and capitalising on the opportunities that presents (E) • Significant evidence of ensuring good governance - responsive to the present and future needs of the organisation, exercising prudence in policy setting and decision making and takes into account the best interests of all stakeholders (E) • Experience of formulating, leading and managing change initiatives (E)
Skills, Knowledge and Aptitudes	• Ability to demonstrate a level of political awareness and understanding of the structure of the Fire and Rescue Authority (E) • Ambitious, forward thinking, innovative (E) • Exceptional interpersonal skills (E) • Ability to produce detailed reports and policies (E) • Strong leadership skills to engage, influence, enable and motivate others both within the organisation and externally (E) • Understanding of local, regional and national issues facing the FRS (D) • Ability to understand differing team cultures and promote a positive work environment by upholding the organisational core values, championing equality, diversity and inclusion and employee health, safety and wellbeing (E)
Skills, Knowledge and Aptitudes	• Well-developed analytical skills with a proactive approach to problem identification and solving including complex management issues (E) • Strong commitment to learning and development to improve organisational effectiveness (E) • A high degree of personal integrity (E) • Commitment to continuous professional development (E)
Other	• Current UK driving licence (E) • Prepared to be vetted to Baseline Personnel Security Standard and Non Police Personnel Vetting at Level 3 and National Security Vetting at SC level. (E)

Key Criteria E = Essential D = Desirable

Uniform

The person appointed to this post is required to wear a uniform and will be provided with the 'Green Book Office Wear Uniform' as set out in the Service's Dress and Appearance Policy.