

 **JOB DESCRIPTION**  (Form HRJDES June 2017)

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| **Job Title**  | Assistant Chief Fire Officer |
| **Responsible To**  | Chief Fire Officer |
| **Responsible For**  | Strategy and Planning Directorate |
| **Grade** | Brigade Manager Salary DCFO : £112,000 - £115,000 |
| **Hrs** | Continuous Duty System |
| **Location** | Lancashire Fire and Rescue Service, Headquarters, Garstang Road, Fulwood, Preston PR2 3LH |
| **Other terms and conditions** | National Joint Council for Brigade Managers of Fire and Rescue Services, Constitution and Scheme of Conditions of Service (referred to as the Gold Book) The appointment requires operational cover on a continual duty basis  Essential Car UserThe post is politically restricted under the Local Government and Housing Act 1989 (as amended) and as such the post holder will be subject to political restrictions.3 month notice period. |
| **Special Requirements**  | It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of LFRS.  |

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Valuing our people so they can focus on making Lancashire safer.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do.

‘**STRIVE’** reflects the Service’s on-going desire to make great effort to achieve our purpose of making Lancashire safer:

**Service:** Making Lancashire safer is the most important thing we do.

**Trust:** We trust the people we work with.

**Respect:** We respect each other.

**Integrity:** We do what we say we will do.

**Valued:** We actively listen to others.

**Empowered:** We contribute to decisions and improvements.

You can read our full [Integrated Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2018/04/Integrated-Risk-Management-Plan.pdf)

Job Role

The role of the Assistant Chief Fire Officer is to support, and deputise for when required, the Chief Fire Officer in providing strategic leadership to shape and direct the provision of Service within Lancashire Fire and Rescue Service, in terms of managing the overall coordination of activities of the Service and optimising the use of resources. To support the provision of professional advice to the Fire Authority on key business decisions, on how to discharge its statutory functions and the expectations outlined in the National Framework. To influence the direction of local, regional and national policy in support of the vision, aims and objectives of the Lancashire Combined Fire Authority. To provide Principal Officer cover for the Service and to act as Gold Commander where appropriate. To provide Line Management leadership and support to Departmental Heads within the designated Directorate.

Responsibilities

1. To deputise for and/or represent the Chief Fire Officer when requested or in their absence.
2. To assume command as required to resolve emergency operational incidents within the National Incident Command System; provide strategic leadership and support to emergency fire service operations.
3. Support the Chief Fire Officer in formulating key strategies and policies in consultation with key stakeholders, that guide and improve service delivery and reduce risk in the community, as a member of the Executive Board with direct responsibility for the strategic direction and development of the functions within the designated Directorate.
4. Advise the Combined Fire Authority on the exercise of its functions relating to the Fire Service.
5. Effectively implement the Combined Fire Authority policies through the Fire Service.
6. Maintain close working relationships with the Combined Fire Authority, the Clerk to the Authority and the Treasurer.
7. Support the direction and management of the Fire Service ensuring effective use of resources to meet the strategic aims and objectives of the Fire Authority as set out in the Authority’s IRMP.
8. Provision of leadership advice and guidance to the senior management and staff of the Fire Service within a framework of organisational development, ensuring that the current and future needs of the Fire Authority are met.
9. Keeping under review the structure, responsibilities and organisation of the Fire Service and, from time to time, making such proposals as may be required for change.
10. Represent the Service and the Authority at key events on a local, regional, national and, where appropriate, international level, promoting a positive image of the Service at all times.
11. Promote the Service’s Core Values, champion the benefits of inclusion and diversity of the Authority, ensuring the Authority operates and promotes fair and open practices relating to employment and service delivery, in accordance with the relevant legislation relating to equality and fairness.
12. Foster and develop the appropriate industrial relations with the respective representative bodies and support appropriate policies to ensure compliance with standards of behaviour and codes of conduct.
13. Select, lead and inspire teams and individuals within a framework of organisational development, ensuring that the current and future needs of the Fire Authority are met.
14. Contribute to the creation of a positive organisational culture by engaging with the workforce, promoting a culture that supports effectively led, well trained, inclusive and highly performing people.
15. In conjunction with the Leadership Team, develop, implement and monitor information management systems to meet statutory requirements and to provide effective information and communication technology.
16. Support and engender a safety culture throughout the Service to ensure compliance with legal requirements and best practice.
17. Demonstrate a commitment to personal development and actively participate in the appraisal process.
18. To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
19. To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
20. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work.

**EMPLOYEE SPECIFICATION**

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| **Assistant Chief Fire Officer** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| Degree level or equivalent professional / leadership qualification appropriate to the post. | x |  | AV |
| Competent Area Manager  | x |  | AV |
| Successful completion of Multi-Agency Gold Incident Command (MAGIC) | x |  | AV |
| Successful completion of the Executive Leadership Programme or equivalent  |  | x | AV |
| Level 4 Incident Command | x |  | AV |
| **Experience**  |  |  |  |
| Experience at a strategic level of formulating and implementing corporate and operational policy and procedures within a Fire and Rescue Service  | x |  | AI |
| Experience of providing strategic leadership and direction to resolve large and complex incidents in an operational capacity | x |  | AI |
| Experience of working with Elected Members  | x |  | AI |
| Experience of working in partnership, or of building and developing effective collaborative relationships with a range of partners and stakeholders  | x |  | AI |

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| **Knowledge, Skills and Abilities**  |  |  |  |
| Excellent political skills and a proven ability to work effectively with elected members in a politically sensitive environment on a range of operational and strategic issues. | x |  | AI |
| Knowledge of the national, regional and local political operating climate of the FRS, within the context of the Government’s Fire Reform Programme and the HMICFRS Inspection regime.  | x |  | AI |
| A knowledge and understanding of fire and rescue operations necessary to undertake the role of a strategic commander in critical situations of potentially regional, national and international significance | x |  | AI |
| Ability to identify risk and think critically and objectively when considering options for resolving complex problems to minimise risk | x |  | AI |
| Excellent communication skills, and the ability to communicate effectively with the media, and also within the industrial relations environment, verbally and in writing.  | x |  | AI |
| An ability to demonstrate inspirational leadership skills, high personal standards, integrity and the ability to engage, mentor, develop and coach others. | x |  | AI |
| High levels of self-awareness, an ability to manage emotions, self-motivate and develop effective relationships  | x |  | AI |
| An ability to have authentic conversations and give developmental feedback | x |  | AI |
| An ability to demonstrate empathy and make decisions consistently, fairly and firmly in accordance with Service Policy and Procedures | x |  | AI |
| Self-reflective and able to demonstrate a commitment to continuous professional development and improvement  | x |  | AI |
| The ability to apply health and safety as it is applicable to the job role.  | x |  | AI |
| A commitment to inclusion, equality and diversity and able to demonstrate a track record of actively promoting diversity  | x |  | AI |
| **Special Requirements of the Post**  |  |  |  |
| It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence and has a car available which meets the requirements of LFRS.  |  |  |  |

**KEY**

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| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |