

JOB PROFILE (NON-UNIFORMED) –

Job Title:	Head of Facilities, Fleet and Equipment		
Post Reference		Permanent/ Temporary	Permanent
Grade/Role:	Grade 10		
Hours:	37 hours		
Reports to:	Director of Service Delivery,		
Responsible for:	See Organisation Structure		
Directorate/ department:	Service Delivery		
Location:	Service Headquarters		
Approved by:	Steve Foye		
Profile Effective from:		Last reviewed:	May 2018
Postholder name		Signature	
Politically Restricted post	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

Main Purpose of the Job

Working to the Director of Service Delivery, the Head of Facilities, Fleet and Equipment will ensure the delivery and business continuity of a client-focused service able to meet the day-to-day needs of all internal customers in a 24 hour 365 days per year emergency service.

This includes the full facilities and asset management needs across all Berkshire fire stations, training facilities and the service headquarters, alongside the services' fleet, equipment, engineering stores and customer service capability.

The policy holder will have the organisational responsibility to ensure legal compliance for all facilities and fleet services within Royal Berkshire Fire and Rescue Service

Key to the role is working in close collaboration and effective partnerships (both internally and externally) to positively deliver the service functions in the most efficient, effective, economic and environmentally friendly way.

The post-holder will be a member of the RBFRS strategic leadership team and play a full role in the strategic leadership of the organisation.

Organisational Structure – see separate structure charts

Dimensions

Staff/Managerial responsibilities:

Managers/senior professionals: up to 5 staff

Staff: up to 20 staff including temporary and project staff

Finance:

Revenue Budgets-Direct: up to £3m

Capital Budgets: £1.5 M

Budgets-Indirect: up to £40m

Current Functions

Full Facilities Management for the Service that includes

- 18 Stations (RDS, Whole time, Satellite/Remotely Managed)
- 1 Service Headquarters
- 1 Training Centre
- Offsite Achieve storage (Third Party owned)
- Customer Services and Stores

Full Fleet and Operational Equipment provision for the service that includes

- All Emergency Vehicles
- All White Fleet Assets
- All operational equipment

Main Duties and Responsibilities of the Post Holder

- Responsible for the development and delivery of Services' fleet, equipment, engineering, and Facilities Management strategies
- Responsible for Leading and overseeing the service vehicle and equipment replacement, maintenance and renewal strategy and programme, collaborating with partners and delivering high performance against quality management standards and SLA's.
- Responsible for ensuring and overseeing an effective stores provision, associated delivery arrangements and an audited stock management system, collaborating with partners to ensure timely delivery against agreed management standards and SLA's.
- Responsible for development and delivery of service plans and associated objectives, through the business planning process and will set and meet targets for delivery through the annual planning process, ensuring the duty to cooperate is adhered to.
- To own and be responsible for planning and management of all budgets within their functions, including strategic asset investment programme operating with a

devolved budget and actively forecasting, monitoring and reporting on spend in line with service budget planning processes.

- Responsible for effective procurement and contract management arrangements relating to all departments within the post holders area of service
- Responsible for working in conjunction with the Head of Finance and Procurement and particularly the Procurement Services function to ensure functions with the post holders responsibility maintain accuracy of records and compliance with the services policies and procedures in respect of procurement and contract management, financial management and audit and asset management .
- Responsible for driving activity of the service functions belonging to the post holder and accountable for the standards and the efficient delivery of the various services delivered .i.e. that consistent quality standards are achieved, proper governance arrangements are in place and resources are optimized.
- Responsible for development and delivery of agreed key programmes and projects at both local and regional levels, acting in the role of owner, sponsor, leader or manager as required and to deliver effective and efficient products and outcomes.
- Responsible for ensuring compliance with the law, policy, procedures and guidance within the post holders areas of responsibility, including, but not necessarily restricted to, facilities (buildings and equipment), fleet, operational equipment and stores.
- Responsible for enabling the RBFRS values and behaviors and promoting a culture, which embraces safety, safeguarding, sustainability, partnership working and inclusion.
- To be corporately responsible for and proactively identify, manage and treat risk relevant to the function using the services corporate risk management processes and responsibility for management of any relevant insurance claims.
- Accountable for ensuring policies for all aspects of facilities management and fleet and asset management are developed, reviewed and updated to deliver the overall Service purpose and aims.
- Accountable for functional adherence to Service policies within of the Facilities and Assets function and through membership of SLT.
- Responsible for developing and maintaining clear and positive relationships with peers and managers across the organization to ensure appropriate commitment, management and leadership to managing assets and meeting frontline service requirement.
- Accountable for managers and teams within the post holders functions maintaining positive and constructive relationships with other managers, functions and teams, including fire stations and other buildings, to enable delivery of services that meet needs and requirements of others in the organization.

- To provide clear direction, management and leadership to your teams, ensuring clarity of purpose and delivery of the RBFRS Vision, Commitments and Objectives.
- To be accountable for the effective management of resources in line with organisational priorities and in accordance with delegated authority and corporate governance arrangements.
- Responsible for development of robust Business Continuity arrangements across all functions belonging to the post holder and ensuring these are managed effectively during business disruption.
- Accountable for the establishment and maintenance of effective asset tracking systems and processes to ensure efficient and effective managing, inspection, testing and renewal of vehicles and equipment to meet all legislative and organisational standards.
- Responsible for the effective management, performance and delivery of Fleet partnership working arrangements with Hampshire Fire and Rescue Service.
- Lead on the development of environmental improvements for RBFRS facilities to ensure that energy usage, waste management and other environmental impacts are reduced and initiatives are promoted and monitored that support utilities conservation and maximum energy efficiency for the future.

Context

Member of SLT

Strategic Performance Board

Member of Programme Board

Represent RBFRS at collaborative and partnership meetings with external partners

Lead partnership relationships with

Represent RBFRS at Regional and National inter-fire service meetings

Fire Authority Committee meetings, Task and Finish groups, workshops

Lead member meetings and briefings

Meetings with Representative bodies

Any other Internal Committee as appropriate to role

Chairing of Service meetings, project boards and partnership meetings

General Responsibilities of RBFRS Leadership team:

- Uphold and promote the values of Royal Berkshire Fire and Rescue Service, complying with the required standards of conduct, integrity and behaviour at all times.
- Comply with all finance and procurement policies, procedures and practices, demonstrating the highest level of integrity at all times.
- Comply with all people management policies and practices, ensuring your teams are well managed and that corporate standards are achieved.
- Practice and promote RBFRS health and safety policies and processes, ensuring a safe working environment for yourself and your staff.
- Ensure you are familiar with Safeguarding policies and responsibilities and that teams are trained to relevant standard.

- Deliver service plans and performance management information in line with corporate guidelines and deadlines, ensuring collaboration with other members of the Senior Leadership Team.
- Ensure you are familiar with data security policies, management, that your teams are trained, and that data protection and appropriate processing is given the highest priority.
- Promote and adhere to the Service's policies on equality and fairness, and treat colleagues and members of the public with respect.
- Take responsibility for your own performance, participate positively in development activities and support development of others.
- Participate, if required, in any investigations or procedures relating to health and safety, disciplinary, or legal matters.
- Act in an environmentally responsible manner by minimising pollution and the wasteful use of energy and resources
- In order to secure the best possible service to the public or the welfare of their colleagues, all employees may from time to time be asked to undertake appropriate duties, which fall outside their usual area of responsibility. You are expected to respond positively to such request and encourage your teams to do the same.

PERSON SPECIFICATION

	Essential	Source of evidence	Desirable	Source of evidence
Skills and aptitudes	<p>Able to cultivate effective relationships with a wide range of people including elected Members, based on trust and mutual respect</p> <p>Strong performance focus and commitment to improving public service delivery and internal customer focused delivery</p> <p>Confident and inspiring leadership</p> <p>Collaborative, enthusiastic innovator/challenges status quo</p> <p>Commitment to high professional standards</p> <p>Professional Standards; self-confidence; personal resilience; integrity</p> <p>Demonstrable commitment to equality, inclusion and diversity</p> <p>Full range of management skills: people; budget; performance; information; operations; contracts and procurement</p> <p>Confident negotiator</p> <p>Highly influential, with well-developed written and oral communication skill</p> <p>Sound judgement and decision making</p> <p><i>After recruitment</i></p> <p>Able to lead on resolving complex/high risk in</p>	<p>I PT</p> <p>I PT</p> <p>I PT</p> <p>I</p> <p>I PT WT</p> <p>I PT</p> <p>I PT</p> <p>AF I PT</p> <p>I</p> <p>AF I PT WT</p> <p>I PT</p>	<p>Strong analytical skills/able to disseminate complex data</p> <p>Coaching/mentoring</p> <p>Able to lead on resolving complex/high risk in relation to fleet and /or Facilities .</p>	<p>I</p> <p>AF I</p>

	relation to both Fleet and Facilities matters			
Knowledge	<p>Comprehensive knowledge of key deliverables in relation to facilities and or fleet</p> <p>Good knowledge of budget management and contract management.</p> <p>Knowledge of formal project management methodologies and techniques and their application in an organisational change context.</p> <p>Strong understanding of the complexities of working in a political environment and an ability to maintain credible professional presence with senior staff and key external stakeholders</p>	<p>AF I PT</p> <p>AF I</p> <p>AF I</p> <p>AF I</p>		
Post appointment	<p>Excellent understanding of RBFRS contract management procedures</p> <p>Understanding of management of road risk</p>			

Experience	Minimum of 5 years Proven experience of facilities and/or fleet management at a senior management level.	AF I	Emergency service experience	AF I
	Demonstrable experience of managing and leading a multi skilled team to ensure delivery to defined performance standards, demonstrate VFM and ensure operational effectiveness of physical assets to support the overall delivery of the business.	AF I	Public sector experience	AF I
	Proven experience of negotiating and managing third party relationships as a customer or service provider to ensure service needs are met and exceeded.	AF I	Working with elected members	I
	Successful track record of managing a demanding personal workload, effectively balancing strategic and operational responsibilities	AF I		
	Proven experience of formulating, leading and implementing strategies and improvement programmes	I		
	Experience of leading and delivering significant change and business improvement Initiatives.	I		
	Proven experience of effective budget management, contract negotiation and cost reductions whilst improving services.	I		

	Experience in developing and managing systems and processes to deliver	I		
Qualifications	<p>Evidence of continuing professional and personal development within your professional field.</p> <p>Appropriate business or management qualification.</p> <p>Membership of a recognised professional body.</p>	<p>AF</p> <p>AF & DC</p> <p>AF & DC</p>	<p>Degree level qualification</p> <p>Project management</p>	DC
Other requirements	<p>Able to work outside normal office hours.</p> <p>High degree of personal integrity and ethics.</p> <p>Ability to travel independently around Berkshire and Nationally as required</p>	<p>I</p> <p>I</p>		DC

AF application form
PT practical or physical test
DC document check

I interview
M medical declaration/examination
X other

WT

written test