

JOB PROFILE (UNIFORMED) – AREA MANAGER

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| Job Title: | Area Manager Service Delivery – Prevention & Protection | | |
| Post Reference | | Permanent/ Temporary | Permanent |
| Grade/Role: | Grade 10 equivalent | | |
| Hours: | Flexible Duty System | | |
| Reports to: | Director Service Delivery | | |
| Responsible for: | See Organisation Structure and Dimensions shown below | | |
| Directorate/ department: | Strategy, Performance and Service Delivery | | |
| Location: | Service Headquarters | | |
| Approved by: | Trevor Ferguson | | |
| Profile Effective from: | December 2017 | Last reviewed: | August 2019 |
| Postholder name | Tony Deacon | Signature | |

Main Purpose of the Job

Responsible for the effective management, performance and delivery of the Prevention and Protection strategies and functions in the Royal Berkshire area.

Responsible for developing and setting the Prevention and Protection Strategy for whole of the Service area, accounting for legislative, regulatory requirements.

Responsible for ensuring fire safety enforcement standards are maintained in the Royal Berkshire area.

Responsible for maintaining liaison with officers from other Directorates, Services, Local Authorities and the National Fire Chiefs Council leads and groups for Prevention, and Protection functions.

Responsible for liaison with officers in other Fire Services, other emergency services, building control, social services and licensing authorities, to further joint working arrangements and ensure that common practices and standards are adopted throughout the prevention and protection functions.

To ensure representation of the Service Delivery Directorate at meetings as required and work jointly with the Area Manager Response and Resilience to ensure all Service Delivery resources are integrated so that services are delivered effectively, efficiently and safely.

The post-holder is a member of the RBFRS Senior Leadership Team and play a full role in the strategic leadership of the organisation.

Organisational Structure – See separate org chart

Dimensions

Staff/Managerial responsibilities:

Managers/senior professionals: up to 5 staff

Staff: up to 400 staff including temporary and project staff

Finance

Budgets-Direct: up to £ 1m

Budgets-Indirect: up to £4m

Role Map Duties and Responsibilities:

| Ref | Title |
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| EFM2 | Lead, monitor and support people to resolve operational incidents |
| EFM5 | Plan implementation of organisational strategy to meet objectives |
| EFM6 | Implement organisational strategy |
| EFM8 | Lead organisational strategy through effective decision making |
| EFM9 | Implement and manage change in organisational activities |
| ESFM11 | Determine effective use of physical and financial resources |
| ESFM13 | Select required personnel |
| ESFM14 | Manage the performance of teams and individuals to achieve objectives |
| ESFM15 | Develop teams and individuals to enhance work based performance |
| ESFM16 | Manage yourself to achieve work objectives |
| ESFM20 | Exchange information to ensure effective service delivery |
| ESFM17 | Advise on development and implementation of quality policies |
| ESFM18 | Implement quality assurance systems |

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| ESFM19 | Monitor compliance with quality systems |
| ESFM22 | Develop information systems to support service delivery objectives |
| ESFM23 | Agree project plan to meet specified objectives |
| ESFM25 | Manage project to meet objectives |

Specific responsibilities of the post

1. Responsible for the effective management, performance and delivery of the Prevention and Protection strategies, plans and functions across the Service Delivery Hubs in the Royal Berkshire area
2. Responsible for the development and production of the Prevention and Protection Strategies for the whole Service area, accounting for legislative and regulatory requirements.
3. Develop, provide and maintain effective managerial systems to ensure efficient day to day management of the prevention and protection functions of the Service, taking account of effective integration with wider service delivery teams.
4. Develop, provide and maintain effective monitoring systems to measure performance outcomes to maximise the resources available within the prevention, and protection functions of the Service.
5. To support and ensure delivery of key projects that enable new ways of working, including collaboration, which ensure the future efficiency and effectiveness of the service.
6. To manage service wide assets to support the effective and efficient delivery of the Prevention and Protection activity.
7. Act as a Senior User in the management and implementation of the IRMP Programme of Change, exercising formal change control when appropriate, to ensure that the agreed programme timescales are adhered to.
8. As the strategic lead for all matters relating to the Service statutory duty in regard to Protection and Prevention activities, proactively inform national developments in these areas and ensure the service is able to respond to the requirements of these same developments.
9. Develop and maintain an effective relation with the Coroners office and oversee the provision of information and reports to meet the needs of the coroner.
10. To ensure the services arrangements for managing enforcement and legal actions are effective, accurate compliant and, where prosecution is necessary, will meet the necessary bar for such prosecution to be successful .
11. Act as a Lead Equality and Diversity Officer for the Fire Service.
12. Support the improvement and maintenance of professional learning through promotion of IFE, CPD and other means of professional development.

Generic responsibilities of the post

13. In conjunction with Senior Leadership Team, shape the strategic direction of the Service in order to deliver the Authority's Vision, Commitments and Objectives.
14. To act as advisor to the Fire Authority and its committees to ensure the provision of professional advice in decision making processes.
15. To work closely with the Fire Authority, promoting a relationship which encourages confidence and constructive challenge, for the purpose of protecting and improving the quality of life of the people in Royal Berkshire.
16. To develop strategies and policies to deliver the Vision, Commitments and Objectives of the Fire Authority.
17. To ensure corporate policies are consistently adhered to within your own area of responsibility and across the organisation.
18. To provide clear direction and support to your teams, ensuring clarity of purpose and delivery of the RBFRS Vision, Commitments and Objectives.
19. To ensure the effective management of resources in line with organisational priorities and in accordance with delegated authority and corporate governance arrangements of the Service.
20. To lead, develop and manage performance of individuals and teams to support an inclusive and high performing culture.
21. To establish, develop and maintain relationships with internal and external stakeholders at local and national levels to deliver the Service's purpose and aims.
22. To sponsor, lead and manage effective delivery of agreed key programmes and projects at both local and regional levels.
23. To ensure compliance with the law, policy, procedures and guidance within your areas of responsibility, enabling the RBFRS values and behaviours to promote a culture which embraces safety, safeguarding, sustainability, partnership working and inclusion.
24. To ensure the development of robust Business Continuity arrangements for the areas of managerial responsibility and manage these effectively during business disruption.
25. To maintain competence in order to take command of incidents and to act as the nominated Fire Gold as required.
26. To provide strategic leadership, direction and effective management arrangements of the Service's corporate risk management activities.
27. To ensure that performance management is embedded in all aspects of prevention and protection functions, ensuring clear expectations are identified,

agreed, monitored, managed and delivered within these functions.

28. To promote effective partnership working with relevant agencies, e.g. Local Strategic Partnerships and Local Authorities in order to deliver safe and secure communities.

29. To provide operational cover at level 4 (and level 3 as may be required) of the Services Incident Command System.

Context

Strategic Performance Board
 Senior Leadership Team and Strategic Management Team meetings
 Programme Board meetings
 Collaborative meetings with partners
 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

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 behavior 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 Joint Management Team.

Ensure you are familiar with data security policies and 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 |
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| Skills and aptitudes | Able to cultivate effective relationships with a wide range of people including elected Members, based on trust and mutual respect | I PT | | |
| | Strong performance focus and commitment to improving public service delivery | I PT | | |
| | Confident and inspiring leadership | I PT | | |
| | Collaborative, enthusiastic team player | I PT | | |
| | Commitment to high professional standards | I PT | | |
| | Enthusiastic innovator/challenges status quo | I PT | | |
| | Professional standard; self confidence; personal resilience; integrity | I PT | | |
| | Demonstrable commitment to Equality and Diversity | I PT | | |
| | Full range of | | | |

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| | <p>management skills: people; budget; performance; information; operations; contracts and procurement</p> <p>Strong analytical skills/able to disseminate complex data</p> <p>Confident negotiator</p> <p>Highly influential, with well developed written and oral communication skill</p> <p>Sound judgement/decision making</p> | <p>I PT</p> <p>I PT</p> <p>I PT</p> <p>I PT</p> <p>I PT</p> | | |
| <p>Knowledge</p> | <p>Knowledge and understanding of the political, financial and resource implications for a Fire and Rescue Service.</p> <p>Knowledge and understanding of Fire & Rescue Service specific legislation and statutory duties.</p> <p>Knowledge of the current pressures for a progressive Fire and Rescue Service Authority and an understanding of the implications.</p> <p>Experience in developing strategies that deliver business outcomes.</p> <p>Demonstrable ability to lead, motivate and develop a team of</p> | <p>AF I PT</p> <p>AF I PT</p> <p>AF I PT</p> <p>AF I PT</p> | | |

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| | <p>professionals, and manage operations to ensure delivery to defined performance standards and demonstrating VFM</p> <p>Experience of managing a demanding personal workload, effectively balancing strategic and operational responsibilities</p> | <p>AF I PT</p> <p>AF</p> | | |
| <p>Experience</p> | <p>Proven experience of substantively managing a geographic or functional department in a Fire & Rescue Service.</p> <p>Proven experience of providing strategic advice and support to resolve operational incidents where there has been multi agency engagement.</p> <p>Proven experience of formulating, leading and implementing strategies and improvement programmes which cross service or professional boundaries and raise performance standards.</p> <p>Experience of leading and delivering significant change and business improvement initiatives.</p> <p>Experience of effective budget management and delivering cost reductions whilst improving services.</p> | <p>AF</p> <p>AF I</p> <p>AF I</p> <p>AF I</p> <p>AF I</p> | | |

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| Qualifications | <p>Evidence of continuing professional and personal development.</p> <p>Management qualification or relevant RBFRS management training programme</p> <p>Membership of a recognised professional body.</p> <p>Willing to work towards level 4 Command and MAGIC course</p> | <p>AF</p> <p>AF & DC</p> <p>AF & DC</p> | <p>Qualified to level 4 Command and MAGIC</p> | |
| Other requirements | <p>Full EU driving licence</p> <p>Able to work outside normal office hours</p> | <p>I</p> <p>I</p> | | |

AF application form
PT practical or physical test
DC document check

I interview
M medical declaration/examination
X other

WT written test