

JOB PROFILE (UNIFORMED) – AREA MANAGER

Job Title:	Area Manager Collaboration and Policy		
Post Reference		Permanent/ Temporary	Permanent
Grade/Role:	Grade 10 equivalent		
Hours:	Flexible Duty System		
Reports to:	Director of Collaboration, Change and Finance		
Responsible for:	See Organisation Structure and Dimensions shown below		
Directorate/ department:	Collaboration, Change and Finance		
Location:	Service Headquarters		
Prepared by:	Simon Jefferies		
Approved by:	Trevor Ferguson		
Profile Effective from:	April 2019	Last reviewed:	April 2019
Postholder name	Jim Powell	Signature	
Main Purpose of the Job			
<p>Responsible for assisting in the development and implementation of the Prevention, Protection and Response Strategies for the Service, accounting for legislative, regulatory and policy requirements.</p> <p>Responsible for ensuring the updating of existing and implementation of new robust, fit for purpose policies to effectively support the delivery for prevention, protection and response activities.</p> <p>Responsible for maintaining liaison with officers from other Directorates, Services, Local Authorities and the National Fire Chiefs' Council for Prevention, Protection, Response and operational support functions to ensure policy and practice is current and fit for purpose.</p> <p>To role is responsible for supporting change programmes and champion new ways of</p>			

working in Prevention, Protection and Response.

The role is responsible for driving forward collaborative initiatives, with active engagement with and leading on key projects in the Thames Valley Emergency Services Collaboration Programme, whilst also seeking wider opportunities for collaboration with partners.

Responsible for liaison with officers in other 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, protection, response and operational support functions.

The post is responsible for ensuring that safeguarding policies, procedures, processes and systems across the Service, acting as the single point of contact for safeguarding issues.

Responsible for the effective management, performance and delivery of Thames Valley Fire Control Service (TVFCS) with effective partner engagement.

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

Organisational Structure to be added following consultation

Dimensions

Staff/Managerial responsibilities:

Managers/senior professionals: up to 5 staff

Staff: up to 40 staff including temporary and project staff

Finance

Budgets-Direct: up to £1 m

Budgets-Indirect: up to £6 m

Role Map Duties and Responsibilities:

Ref	Title
EFSM2	Lead, monitor and support people to resolve operational incidents
EFSM5	Plan implementation of organisational strategy to meet objectives
EFSM6	Implement organisational strategy
EFSM8	Lead organisational strategy through effective decision making
EFSM9	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
Optional	
ESFM17	Advise on development and implementation of quality policies
ESFM18	Implement quality assurance systems
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. Responsibility for the development and management of a framework of operational strategies, policies and practices that drive and support efficient and effective delivery, encompassing the statutory functions of Prevention, Protection and Response.
2. Responsible for overseeing the development of Prevention and Protection Strategies for whole of the Service area, accounting for legislative, regulatory and policy requirements.
3. Develop, provide and maintain effective managerial systems to ensure efficient day to day management of the prevention, protection and response policy functions including NOG/NOL.
4. Responsible for developing and maintaining effective monitoring systems to measure performance outcomes to maximise the resources available within the prevention, protection policy, and operational support functions of the Service;
5. Responsible for the effective management, performance and delivery of TVFCS.
6. Responsible for ensuring the structure, organisation and maintenance of the establishment for TVFCS.
7. Responsible for the performance and delivery of TVFCS, against the service level agreement and quality standards.
8. Responsible for ensuring business continuity arrangements are in place for the TVFCS.
9. Ensure the effective operation of collaborative services following implementation. Monitor and manage strategic objectives and service standards, and ensure a skilled and motivated workforce that is focused on delivering these.
10. To ensure that performance management is embedded in all aspects of prevention, protection, operational support and transport functions, ensuring clear expectations are identified, agreed, monitored managed and delivered within these functions.
11. To be responsible for ensuring the design and implementation of robust

- safeguarding policies, procedures, processes and systems across the Service.
12. To oversee monitoring strategies to ensure safeguarding targets are met.
 13. To act as the single point of contact for all safeguarding issues.

Generic responsibilities of the post

14. In conjunction with Corporate Management Team, shape the strategic direction of the Service in order to deliver the Authority's Vision, Commitments and Objectives.
15. To act as advisor to the Fire Authority and its committees to ensure the provision of professional advice in decision making processes.
16. 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.
17. To develop strategies and policies to deliver the Vision, Commitments and Objectives of the Fire Authority.
18. To ensure corporate policies are consistently adhered to within your own area of responsibility and across the organisation.
19. To provide clear direction and support to your teams, ensuring clarity of purpose and delivery of the RBFRS Vision, Commitments and Objectives.
20. 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.
21. To lead, develop and manage performance of individuals and teams to support an inclusive and high performing culture.
22. To establish, develop and maintain relationships with internal and external stakeholders at local and national levels to deliver the Service's purpose and aims.
23. To sponsor, lead and manage effective delivery of agreed key programmes and projects at both local and regional levels.
24. 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.
25. To ensure the development of robust Business Continuity arrangements for the areas of managerial responsibility and manage these effectively during business disruption.
26. To maintain competence in order to take command of incidents and to act as the nominated Fire Gold as required.
27. To provide strategic leadership, direction and effective management arrangements of the Service's corporate risk management activities.

28. To explore, develop and implement opportunities for collaboration across the Thames Valley and wider, where appropriate, taking responsibility for specific areas as agreed with partners.
29. To promote effective partnership working with relevant agencies, e.g. Local Strategic Partnerships and Local Authorities in order to deliver safe and secure communities.
30. To provide operational cover at level 4 (and level 3 as may be required) of the Services Incident Command System.

Context

Strategic Performance Board
 Corporate Management 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 Royal Berkshire Fire and Rescue Service Personnel:

Uphold and promote the values of Royal Berkshire Fire and Rescue Service, complying with the required standards of conduct, integrity and behaviour.

Demonstrate commitment to helping the Service achieve its corporate commitments and vision.

Practise and promote the Service's policies to support the health and safety of themselves, their colleagues, and anyone else who may be affected by their actions.

Practise and promote our policies relating to Safeguarding and promoting the welfare of children and vulnerable adults, and have an understanding of what Safeguarding means in relation to their role.

Promote and adhere to the Service's policies on equality and fairness, and treat colleagues and members of the public with respect. Value the contributions of a diverse workforce, and respond to the different needs of individuals and groups within the organisation and in the community.

Comply with all finance and procurement policies, procedures and practices, demonstrating the highest level of integrity at all times.

Ensure familiarity with RBFRS Information Governance policies and practices and adhere to and promote these. Take responsibility for understanding the risks associated with any Information Assets used and the guidance and requirements set up for managing these. Act in line with the principles of the Data Protection Act and other information security legislation.

Take responsibility for their own performance (including personal fitness) and participate

positively in development activities. Contribute to the development of others.

Participate, if required, in any investigations or procedures relating to health & safety, disciplinary, or legal matters.

Act in an environmentally responsible manner by minimizing 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. Employees are expected to respond positively to such requests.

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</p> <p>Confident and inspiring leadership</p> <p>Collaborative, enthusiastic team player</p> <p>Commitment to high professional standards</p> <p>Enthusiastic innovator/challenges status quo</p> <p>Professional courage; self confidence; personal resilience; integrity</p> <p>Demonstrable commitment to Equality and Diversity</p> <p>Full range of management skills: people; budget; performance; information; operations; contracts and procurement</p> <p>Strong analytical skills/able to disseminate complex data</p>	<p>AF I PT</p> <p>I PT</p> <p>I PT</p> <p>I PT</p> <p>I PT</p> <p>I PT</p> <p>I PT</p> <p>I PT</p> <p>AF I PT</p> <p>I PT</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>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>Track record in developing strategies that deliver business outcomes.</p> <p>Demonstrable ability to lead, motivate and develop a team of professionals, and manage operations to ensure delivery to defined performance standards and demonstrating VFM</p> <p>Successful track record of managing a demanding personal workload, effectively</p>	<p>AF I PT</p> <p>AF I PT</p> <p>AF I PT</p> <p>AF I PT</p> <p>I PT</p> <p>AF I</p>		

	balancing strategic and operational responsibilities			
Experience	<p>Proven experience of substantively managing a geographic or functional division 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>I</p> <p>I</p> <p>I</p> <p>AF I</p>		
Qualifications	<p>Evidence of continuing professional and personal development.</p> <p>Management qualification or relevant RBFRS management training programme</p> <p>Membership of a</p>	<p>AF</p> <p>AF & DC</p>		

	recognised professional body.	AF & DC		
Other requirements	Full EU driving licence Able to work outside normal office hours			

AF application form
PT practical or physical test
DC document check

I interview
M medical declaration/examination
X other

WT

written test