

## JOB PROFILE (CHIEF FIRE OFFICER/CHIEF EXECUTIVE)

<b>Job Title:</b>	Chief Fire Officer/Chief Executive		
<b>Post Reference</b>		<b>Permanent/ Temporary</b>	Permanent
<b>Grade/Role:</b>			
<b>Hours:</b>	37 Hours per week with requirement to work extra hours commensurate with post. Operational duties in conjunction with other Principal Officers.		
<b>Reports to:</b>	Combined Fire Authority (via Chairman)		
<b>Directorate/ department:</b>	Corporate		
<b>Location:</b>	Service Headquarters		
<b>Profile prepared by:</b>			
<b>Approved by:</b>			
<b>Profile Effective from:</b>		<b>Last reviewed:</b>	
<b>Postholder name</b>		<b>Signature</b>	
<b>Main Purpose of the Job:</b>			
The prime purpose of the role is to be accountable to the Fire Authority for the discharge of its statutory obligations and to lead and develop a highly effective and trusted service.			
<b>Organisational Structure</b>			
See <a href="http://www.rbfrs.co.uk/aboutus-structure.html">http://www.rbfrs.co.uk/aboutus-structure.html</a> for current Organisational Structure			

## Dimensions

Directly accountable for Fire Authority

- revenue budget of c£34M
- capital budget of c£3.5M
- reserves c£1.6M (included in above)
- Indirect influence on other budgets/ sources of income – other blue light services, local authority budgets, private sector income
- Accountable for TVCS operating costs £2M
- Staffing – c700 staff
- Population – c900k
- Major sites

## Context

The role of Chief Fire Officer and Chief Executive of RBFRS operates in an increasingly multi agency context; initiating, developing and influencing a complex range of relationships, including:

- the 6 unitary local authorities of Royal Berkshire, their services and schools
- bodies representing local businesses and voluntary organisations
- other Fire and Rescue services and emergency services
- central government (mainly Department for Local Government and Communities)
- Members of Parliament
- Local government politicians
- Chief Fire Officers Association
- Representatives bodies
- Chief Fire and Rescue Advisor

As the most senior officer in the service, the CFO/CEX's work is primarily generated by the post holder, within the general direction set by the Fire Authority through a process involving the Chairman and Vice-Chairman setting annual performance objectives. The CFO/CEX has freedom to act within the boundaries of legal requirements, Fire Authority Standing Orders and RBFRS policy.

## Main Duties and Responsibilities:

### 1. Strategy

Set a clear strategic direction for the organisation by analysing information, intelligence and risk, and working proactively to assist Fire Authority members to develop an overarching vision and key policy objectives.

Lead the formulation of strategic plans and corporate strategy that will deliver these objectives, ensuring that the public is consulted as appropriate.

### 2. Leadership

Working with elected members, make submissions to central government to influence policy decisions that will affect people in Royal Berkshire.

Set the pace for the organisation; providing and actively promoting clear, consistent, highly visible and authentic leadership across the service to build a culture of trust, high performance and continuous improvement.

Lead, manage and develop a highly effective senior management team that works strategically, collaboratively, and promotes a corporate 'one organisation' approach.

### **3. Advisor to the Fire Authority**

Act as the principal advisor to the Fire Authority on all operational matters, providing information, advice and support as required to ensure that the members of the Authority are equipped to fulfill their role and make effective decisions.

### **4. Managing operations**

Be accountable to the Fire Authority for the discharge of its statutory obligations through the leadership, direction and management of the RBFRS.

Take personal responsibility for the handling of major operational incidents, as part of the Incident Command System of RBFRS and undertake necessary roles in multi-agency operations, including Gold Command.

Provide operational cover in accordance with the agreed Principal Officer rota.

### **5. Organisational Development and change**

Continuously develop the organisation and create an air of aspiration across the service; actively encourage and put in place mechanisms that support innovation in service delivery, in order to bring in new ideas and promote transformational change for the benefit of the community.

Drive the development of initiatives that build high levels of trust and employee engagement, and mark out RBFRS's employment brand as a leading, well respected employer and a great place to work.

Oversee robust planning, governance and project/ change management arrangements to ensure that desired benefits of business transformation and change initiatives are realised.

### **6. Management of Resources**

Ensure that budgets and resources are utilised to optimum effect to deliver statutory responsibilities and strategic goals, and to generate income in line with agreed policy.

Develop a flexible, diverse workforce and ensure that the size, shape, skills and behaviours are continuously reviewed to provide the organisational capacity to deliver current and future objectives.

Gain approval for revenue budgets that provide the necessary resources; manage and monitor the RBFRS budget in accordance with Standing Orders and Financial Regulations, ensuring the best use of the Authority's financial resources and value for

money.

## **7. Organisational Performance**

Drive a strong performance culture, ensuring that lines of accountability are clear and that appropriate systems and processes are in place to measure and monitor performance and quality of service; ensure that the Fire Authority receives regular reports as required and is well informed about organisational performance.

## **8. Governance**

Ensure that the members of the Fire Authority are given the advice and information necessary to perform their duties and, in conjunction with the Monitoring Officer, that standards of governance are maintained.

In conjunction with the Authority Treasurer (Section 151 Officer), ensure that appropriate financial controls are in place, and are audited and reviewed as necessary to ensure financial probity and compliance with the Authority's financial regulations and relevant legislation.

## **9. Standards of conduct**

Actively promote the values and reputation of RBFRS, ensuring high standards of conduct and integrity throughout the service, and encouraging behaviours that build trust within the organisation, and with partner organisations.

## **10. Building relationships**

Consult community representatives, and act as an ambassador for RBFRS with external organisations, proactively building relationships and networks to promote the service, enhance the reputation of RBFRS, and create productive conditions for collaborative working.

Build constructive relationships with staff and Trade Union representatives to develop and foster a positive industrial relations climate that facilitates change.

## **11. Other duties/ general responsibilities**

Represent RBFRS and participate in regional, national and international work streams, special interest groups and events, such as those undertaken by the Chief Fire Officers Association and the Local Government Association, in order to contribute to Fire and Rescue service development, and promote the interests of Royal Berkshire and the service.

Champion and demonstrate active commitment to organisational policies on:

- Health and Safety
- Fairness/ Diversity
- Environmental issues.

## **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

	<b>Essential</b>	<b>Source of evidence</b>	<b>Desirable</b>	<b>Source of evidence</b>
<b>Skills and aptitudes</b>	<p><i>On recruitment</i></p> <p>Proven leadership and excellent interpersonal and social interaction skills.</p> <p>Authoritative, confident and fair with an approachable manner</p> <p>Proven ability to develop and manage teams and to achieve consensus with staff and colleagues</p> <p>Proven ability to work effectively under pressure to meet tight deadlines showing flexibility in their approach to situations.</p> <p>Commitment to the role and the values of the Authority.</p> <p>Clear evidence of strategic analysis and decision making ability at senior level.</p> <p>The ability to sensitively and effectively manage situations, with political acuity, tact and diplomacy</p> <p>Ability to communicate, negotiate and interact effectively, orally and in writing, with people from a wide variety of backgrounds and with the media.</p>	<p>AF I PT</p> <p>AF I PT</p> <p>AF I PT</p> <p>I PT</p> <p>AF I WT</p> <p>I PT</p> <p>I PT</p> <p>I PT</p>		
<b>Knowledge</b>	<p><i>On recruitment</i></p> <p>Knowledge &amp; understanding of the corporate requirements of a public service, including legal, budgets, environmental and health &amp; safety responsibilities.</p> <p>Knowledge &amp; understanding of committee and elected</p>	<p>I WT</p> <p>I WT</p>		

	member processes.  Knowledge and understanding of operational command, including multi-agency, at strategic level.	I PT		
<b>Experience</b>	<p><i>On recruitment</i></p> <p>Significant experience of interacting with elected members and other politicians.</p> <p>Experience of Command of emergency situations at tactical &amp; strategic levels and at Gold level (multi agency). (Simulation may be considered).</p> <p>Proven successful senior management experience and evidence of personal development, (by qualification or experience).</p> <p>Experience of developing and working in successful teams.</p> <p>Experience in cultivating and working in partnerships and collaborations.</p> <p><i>At experienced level / after training</i></p> <p>Extensive involvement with elected Members of a Fire Authority, and other elected members, and political forums as appropriate.</p> <p>Proven experience of project management</p>	<p>AF I</p> <p>AF PT DC</p> <p>AF I DC</p> <p>AF I WT</p> <p>AF I WT</p> <p>AF I</p> <p>AF DC</p>		
<b>Qualifications</b>	<p><i>On recruitment</i></p> <p>Able to meet required RBFMS medical standards</p> <p>Successful completion of the Brigade Command Course or ELP course or equivalent.</p> <p>Successful level 4 operational command assessment, or equivalent.</p> <p>Appropriate management qualifications</p>	<p>M</p> <p>AF DC</p> <p>AF PT DC</p> <p>AF DC</p>	<p>Membership of a relevant professional organisation. (e.g. CFOA / IFE / CMI / IoD / CIPD, etc)</p> <p>Relevant senior management qualifications. (e.g. MBA/MPA/MA Mgt/NVQ5)</p> <p>Degree or higher qualification, indicating intellectual capacity for analysis, data presentation</p>	<p>AF DC</p> <p>AF DC</p> <p>AF DC</p>

	<p>Driving Licence</p> <p><i>At experienced level / after training</i></p> <p>Successful completion of Multi-agency Joint Incident Command course or equivalent</p>	DC	<p>and reporting.</p> <p>Successful completion of Multi-agency Joint Incident Command course, or equivalent</p>	DC
<b>Other requirements</b>	<p><i>On recruitment</i></p> <p>Displays ethical standards and behaves in a manner commensurate with a senior public sector role</p> <p>Able to meet Brigade Manager response standards and, with other uniformed Principal Officers, to provide operational cover in accordance with the Principal Officer rota.</p> <p>Ability to travel to meetings/locations locally, regionally and nationally to meet requirements of role, which will include the use of a car on a frequent basis.</p> <p><i>At experienced level/after training</i></p> <p>Willingness to undertake external activities in the wider FRS interest (subject to approval of Chairman and Fire Authority as appropriate)</p>	<p>I PT</p> <p>AF I</p> <p>AF I DC</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