

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	Head of Assets (Estates, Fleet and Equipment)		
Post Reference	SPSD HOFA	Temporary/Permanent	Permanent
Grade	10	Hours:	37hrs
Reports to	Director of Operations & Collaboration		
Line Management responsibilities (Direct and Indirect)	See Organisational Chart Below		
Directorate/ department	Operations		
Location	Service Headquarters		
Politically restricted	Yes	No	

Main Purpose of the Job

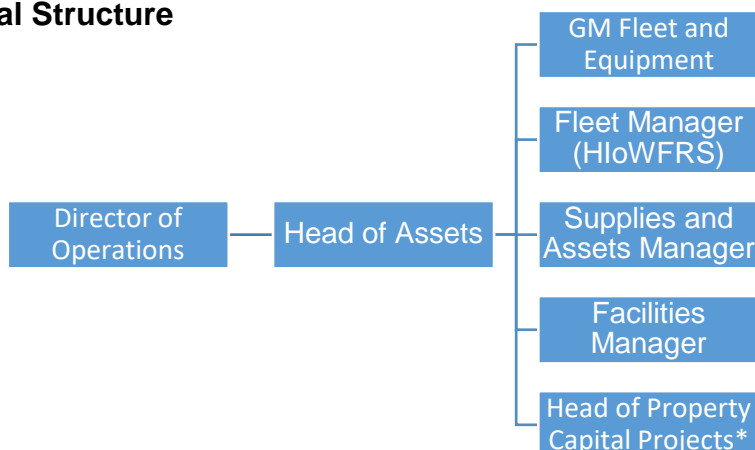
The Head of Assets will provide strategic oversight of the Fire Authority's Fleet, Equipment and Estates assets and ensure a customer focused service approach to meet the needs of a 24 hour 365 days per year emergency service.

The post holder will oversee the Estates functions of Property Capital Projects and Facilities helping to deliver ambitious estate development plans and improve the quality and the environmental impact of our buildings.

They will be the key strategic conduit to ensure the effective performance of the Fleet partnership arrangement with Hampshire and Isle of Wight Fire and Rescue Service as well as internal fleet and equipment requirements ensuring our staff have access to the right equipment and support to help keep them safe and effective.

They will be a key member of the Senior Leadership Team and assist with the wider Leadership of the organisation and support and advise the Fire Authority on strategic matters as required.

Organisational Structure



*vacancy: Subject to change

Key Responsibilities and Deliverables:

Oversee the development and implementation of strategies and business plans for asset functions in conjunction with organisational goals and strategic objectives, including improving the equality of facilities, supporting the management of contaminants at operational sites, extending the life of key buildings and introducing decarbonisation and sustainability features, where viable.

Oversee the delivery of capital projects within the remit and responsibilities of the Estates function utilising internal and external multi-disciplinary professional support.

Direct and oversee the development and implementation of policy, procedures and service level agreements for the Assets functions, including the security of buildings and other strategic assets.

Oversee and be responsible for capital and revenue budgets across areas of departmental responsibility, including the capital provision of circa £10M over the next four years to support estates development and a further £5M to support our fleet ambitions.

Responsible for the effective management, performance and delivery of Fleet provision, including the partnership working arrangements with Hampshire and Isle of Wight Fire and Rescue Service.

Oversee the Service's environmental sustainability ambitions and actions related to Estates and Fleet.

Undertake continuing professional development in order to maintain competence in the role including where applicable technical knowledge as well as the development of a professional network.

Maintain skilled and motivated teams across the function including technical competencies and qualifications where necessary and ensuring resource is aligned to organisational priorities.

Direct as necessary the implementation of commercial contracts in the supply of goods, works and services; ensure value for money is achieved on behalf of the Service and conformity to relevant legislation and policy directives

Ensure that the areas of responsibility supports and contributes to the achievement of the stated objectives of the Fire Authority and its Committees. This will include providing information and professional advice to elected Members and preparing and presenting reports.

Contribute effectively to the corporate objectives of the Service as a member of the Strategic Leadership Team and take on strategic responsibilities as determined by the Deputy Chief Fire Officer.

Represent the interests of RBFRS at local, regional and national meetings, committees and forums.

Actively promote collaboration between RBFRS and external agencies and organisations with regards the identifying and delivering improvements to efficiency and /or effectiveness.

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.

Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant material changes of a permanent nature should be incorporated into the job description in specific terms.

Person Specification

Qualifications and training	On recruitment	After Training
Chartered Membership of an appropriate Professional Organisation		x
MSc Degree in Engineering, Building, Surveying, Architecture, Estate or Facilities Management or relevant experience in these areas.	x	
Evidence of continuous professional development	x	

Knowledge, skills and experience	On recruitment	After Training
Experience in a Senior Management position with accountability for the delivery of Estates and Facilities services and/or Capital Projects delivery in a estate setting	x	
Understanding of the dynamics and complexities of a public front line service environment.	x	
Evidence of effective management of large budgets and contracts to ensure effective and efficient use of resources.	x	
Able to cultivate effective relationships with a wide range of key stakeholders based on trust and mutual respect	x	
Demonstrable ability to lead, motivate and develop a team of professionals, and manage operations to ensure delivery to defined performance standards and demonstrating value for money	x	
Strong performance focus and commitment to improving service delivery and customer experiences	x	

Other Requirements

Ability to travel to other locations within the county of Berkshire

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

A DBS check

<p>RBFRS Behaviours</p> <p>RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below</p> <ul style="list-style-type: none"> • Leading Yourself <input type="checkbox"/> • Leading Others <input type="checkbox"/> • Leading the Function <input checked="" type="checkbox"/> • Leading the Service <input type="checkbox"/> 	
Personal Impact	<p>Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
Working Together	<p>Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.</p>
Delivering Quality and Service	<p>Treat members of the public with respect.</p> <p>Respond to the different needs of individuals and groups within the organisation and in the community.</p>
Organisational Effectiveness	<p>Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.</p> <p>Demonstrate commitment to helping the service achieve its corporate commitments and vision.</p>
Health, Safety and Wellbeing	<p>Practice and promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.</p>

Profile prepared by:	DCFO Mark Arkwell		
Approved by:	Beccie Jefferies		
Profile Effective from:	June 2023	Last reviewed:	June 2023
Post holder name:		Signature	
		Date	