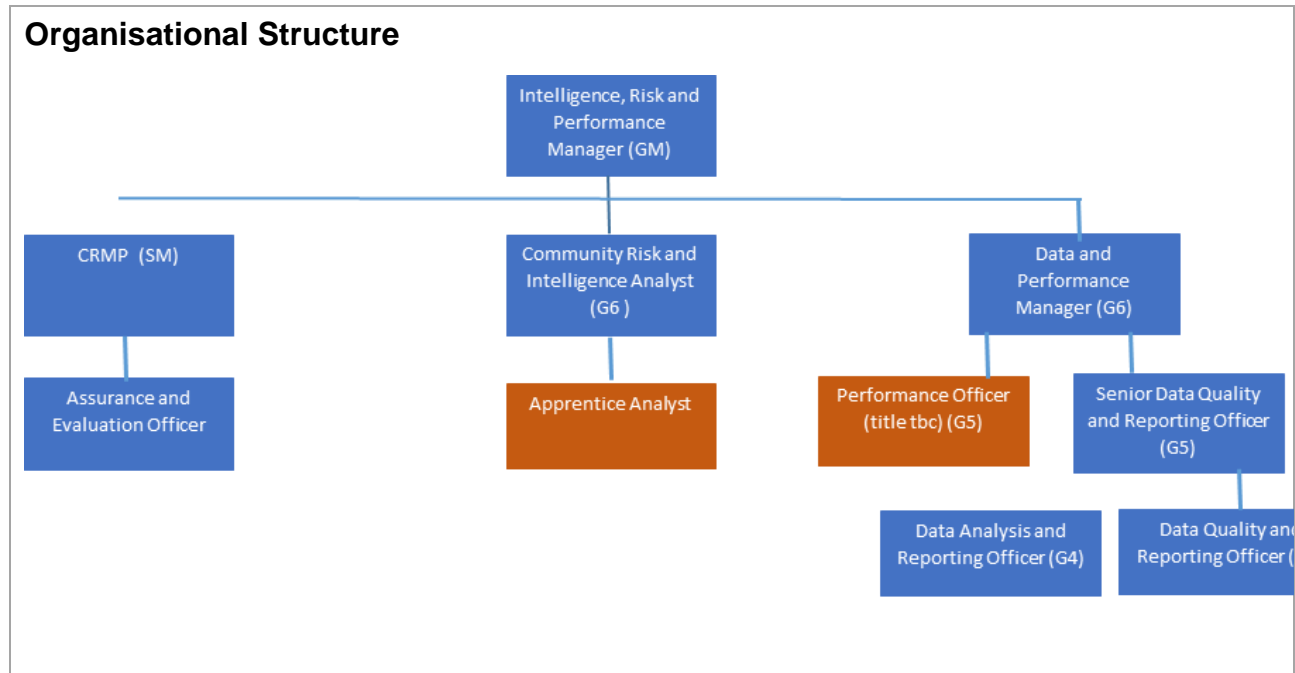


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|---|---|---------------------------------|-------------------------|
| Job Title: | Group Manager Intelligence, Risk and Performance | | |
| Post Reference | | Permanent/ Temporary | Permanent |
| Role: | Group Manager (B) | Hours: | Flexible Duty System |
| Reports to: | Head of Corporate Services | | |
| Line Management responsibilities: (Direct and Indirect) | Up to 3 direct reports Ad hoc management and co-ordination of the activities of a number of indirect reports to deliver on projects. | | |
| Directorate / department: | Support Services | | |
| Location: | Service Headquarters | | |
| Politically restricted: | Yes | | |
| Level of DBS Check Required | <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult) | | |
| Main Purpose of the Job: | | | |
| <p>Manage the delivery of the RBFRS' Community Risk Management Plan and Risk Management for the service via the Risk management team including the corporate risk register.</p> <p>Lead the development and delivery the CRMP programme of work and monitor progress</p> <p>Manage the delivery of the Data and Performance for the service via the Data and Performance manager</p> <p>Manager the Community Risk and Intelligence Analyst to support the Senior Leadership team to ensure our decisions and delivery are based on the best possible data and analysis.</p> <p>Lead and contribute to the delivery of the Corporate Services' Service Plan.</p> <p>To provide operational cover at the tactical level of the service's Incident Command System.</p> <p>Provide Duty Officer cover.</p> | | | |



| Role Map Duties and Responsibilities | |
|---|---|
| EFSM2. Lead, monitor and support people to resolve operational incidents | <ul style="list-style-type: none"> • Review and determine incident status, collecting and analysing relevant information • Assume responsibility and implement action to support those involved in the incident • Debrief people following incident resolution |
| EFSM6. Implement organisational strategy | <ul style="list-style-type: none"> • Allocate roles and responsibilities for implementation of strategic plans • Delegate and provide support to those who will undertake implementation • Maintain effective working relationships with those who can assist with implementation of the strategic plan |
| EFSM9. Implement and manage change in organisational activities | <ul style="list-style-type: none"> • Identify opportunities for improvement and evaluate proposed changes • Plan and agree the implementation of changes • Implement the changes |
| EFSM10. Plan and implement activities to meet service delivery needs | <ul style="list-style-type: none"> • Plan and allocate work activities to meet service delivery needs • Agree budgets and resources for work activities • Implement and evaluate work plans to achieve objectives • Make recommendations for improvement to work activities |
| EFSM11. Determine effective use of physical and financial resources | <ul style="list-style-type: none"> • Allocate resources to meet service delivery needs • Make recommendations for expenditure • Control expenditure against budgets |
| EFSM13. Select required personnel for employment | <ul style="list-style-type: none"> • Identify personnel requirements, including numbers, skills and experience required • Select required personnel and recommend improvements to the selection process |
| EFSM14. Manage the performance of teams and individuals to achieve objectives | <ul style="list-style-type: none"> • Allocate and delegate work to teams and individuals • Agree objectives and work plans with teams and individuals • Assess the performance of teams and individuals • Provide feedback to teams and individuals on their performance • Resolve performance issues with teams and individuals |
| EFSM15. Develop teams and individuals to enhance workplace performance | <ul style="list-style-type: none"> • Identify the development needs of teams and individuals, and plan their development • Develop and deliver learning and support for teams and individuals • Evaluate their development and help individuals to assess their own progress |
| FSM16. Manage yourself to achieve work objectives | <ul style="list-style-type: none"> • Organise and structure personal work activities to achieve objectives • Develop and continuously improve productive working relationships |

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| | <ul style="list-style-type: none"> • Implement personal development plan to continuously improve personal performance |
| EFSM17. Provide information to support decision making | <ul style="list-style-type: none"> • Obtain information for decision making • Record and store information • Analyse information to support decision making • Advise and inform others |
| EFSM18. Implement quality assurance systems | <ul style="list-style-type: none"> • Establish and maintain systems to monitor the quality of services, and recommend improvements to existing systems |
| EFSM19. Monitor compliance with quality systems | <ul style="list-style-type: none"> • Plan audits of compliance with quality systems, and implement them. • Report on the results of quality audits and evaluate the performance of auditors |
| EFSM22. Develop information systems to support service delivery objectives | <ul style="list-style-type: none"> • Identify information and communication requirements and specify system requirements • Evaluate different systems and select the most suitable • Implement systems in accordance with planned schedules and budgets • Monitor and evaluate their effectiveness |
| EFSM23. Agree project plan to meet specified objectives | <ul style="list-style-type: none"> • Agree the scope and definition of the project, assessing its feasibility • Develop plans to achieve the project's goals • Establish the project's resources and control methods |
| EFSM24. Co-ordinate projects to achieve objectives | <ul style="list-style-type: none"> • Support the project team by motivating team members, providing them with information, and gathering information from them • Co-ordinate activities, resources and plans, and identify emerging risks • Keep stakeholders informed of progress |

Key responsibilities and Deliverables

Specific responsibilities of the post:

1. To provide leadership and direction for the CRMP and Community Risk Management Planning processes.
2. To provide leadership and direction for the Data and Performance manager
3. To provide leadership and direction for the Risk Management team.
4. To provide leadership and direction for the Community Risk and Intelligence Analyst.
5. Plan, produce and consult on the Community Risk Management Plan and annual action plans.
6. Manage and deliver CRMP projects in accordance with internal project management and evaluation processes.

7. Lead, support and coordinate with other teams and departments on CRMP project work.
8. Work with the Data & Performance Team and Community Risk and Intelligence Analyst to use risk mapping and modelling to analyse community risk in support of CRMP and strategic policy.
9. To develop innovative solutions and engage with partners and all relevant stakeholders to ensure delivery of change and improvement.
10. Manage staff and public consultation activity, in relation to CRMP, working collaboratively with other departments to ensure robust process in line with statutory requirements.
11. Seek and develop collaborative partnerships with partner organisations and key external stakeholders to develop the CRMP.
12. To establish, develop and maintain relationships with both internal and external stakeholders at local, regional and national levels to deliver the Service's purpose and aims.
13. Manage the links between organisational corporate risk management processes and community risk reduction planning.
14. Lead and contribute to the delivery of the Corporate Services' Service Plan.
15. To act as adviser to the Fire Authority and its committees to ensure the provision of professional advice in the decision making process.
16. Working effectively with team members, RBFRS managers, internal departments, Representative Bodies, other Fire and Rescue Services and Emergency Services and external agencies and unitary partners.
17. To produce and present written reports and presentations, consistent with the services expectations and standards to a range of meeting structures, e.g. Service Delivery Management Team, Strategic Performance Board, Strategic Leadership Team and Fire Authority.
18. To establish and maintain effective communications between individuals, teams, function, departments and directorates and to contribute effectively to RBFRS communications and information strategies.
19. To lead, develop and performance manage individuals and teams to support an inclusive and high performing culture.
20. Organise, facilitate and if required to chair formal debriefs and command reviews as part of the organisation's Operational Assurance framework.
21. To maintain competence in relation to operational command and support functions.
22. To provide operational cover at the tactical level of the service's Incident Command System.
23. To act as the nominated Duty Officer.

- 24. To perform other specialist operational roles as required of the role.
- 25. Maintain required fitness levels.
- 26. Investigate accidents or near miss incidents as required.
- 27. Undertake specified projects and investigations as required.
- 28. To carry out quality audits, provide relevant action plans to ensure that RBFRS performance and policies and standards are maintained.
- 29. Responsibility for allocated budget, budget monitoring and procurement card spend as required.

Personal Specification

| Qualifications and training | On recruitment | After Training |
|--|----------------|----------------|
| Competent in ICS L2 with relevant / ongoing incident command experience/ organisational assurance. (If not competent SM, must be competent in WM role) | X | |
| CAVA Assessor (or equivalent suitable training) | X | |
| A1 Accident Investigation | | X |
| IQA Assessor or equivalent suitable training (to attain qualification within 12 months of commencement in role) | | X |
| Evidence of continuing professional and personal development | | X |
| Higher level professional or management qualification or alternative | | X |

| Knowledge, skills and experience | On recruitment | After Training |
|---|----------------|----------------|
| Able to make appropriate decisions and create practical solutions | X | |
| High level of political acuity | X | |
| A strategic thinker, who is able to consider broader implication, with good attention to detail | X | |
| Ability to understand and interpret complex information | X | |
| Able to write clear, concise and accessible strategy and policy documents, plans and other reports for a range of audiences | X | |
| Excellent verbal communication skills | X | |
| Effective influencing and negotiating skills | X | |
| Strong performance focus and commitment to improving public service delivery. | X | |
| Able to cultivate and maintain effective working relationships with a wide range of people including internal and external stakeholders based on trust and mutual respect | X | |
| Able to create effective plans and prioritise work to meet deadlines | X | |
| Successful track record of managing a demanding personal workload, effectively balancing management and operational responsibilities. | X | |

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| Knowledge of project management and leading business change. | X | |
| Experience of leading and delivering change and service improvement initiatives | X | |
| Knowledge of policy and legislation relating to CRMP | X | |
| Competent to command incidents at Level 3 | | X |
| Successful completion of Group manager Development and Assessment Pathway | | X |
| Possesses in-depth knowledge of operational policies and procedures. | X | |
| Knowledge of local, regional and national operational fire service issues | X | |
| Knowledge of current national resilience structure, issues and influences | X | |
| Knowledge of JESIP doctrine and processes | X | |
| Knowledge and understanding of Fire & Rescue Service specific legislation (e.g. Fire & Rescue Services Act, Civil Contingencies Act, COMAH Regs) | X | |
| Practical experience of a wide range of operational incidents | X | |
| Competent at undertaking fire protection audits | | X |
| Proven experience of providing tactical advice and support to resolve operational incidents where there has been multi agency engagement | | 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.
- Able to satisfy the medical and fitness requirements of the role, including minimum standards of eyesight, colour vision and hearing
- Holds and maintains a current EU driving licence

RBFRS Behaviours

RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself
- Leading Others
- Leading the Function
- Leading the Service

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| Personal Impact | Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all |
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| | <p>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.</p> <p>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> |
| 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> |

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| Profile prepared by: | Director of Corporate Services | | |
| Approved by: | Director of Corporate Services | | |
| Profile effective from: | July 2021 | Last reviewed: | Feb 2025 |
| Post holder name | Signature | | |
| | Date | | |