

# ROYAL BERKSHIRE

## FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

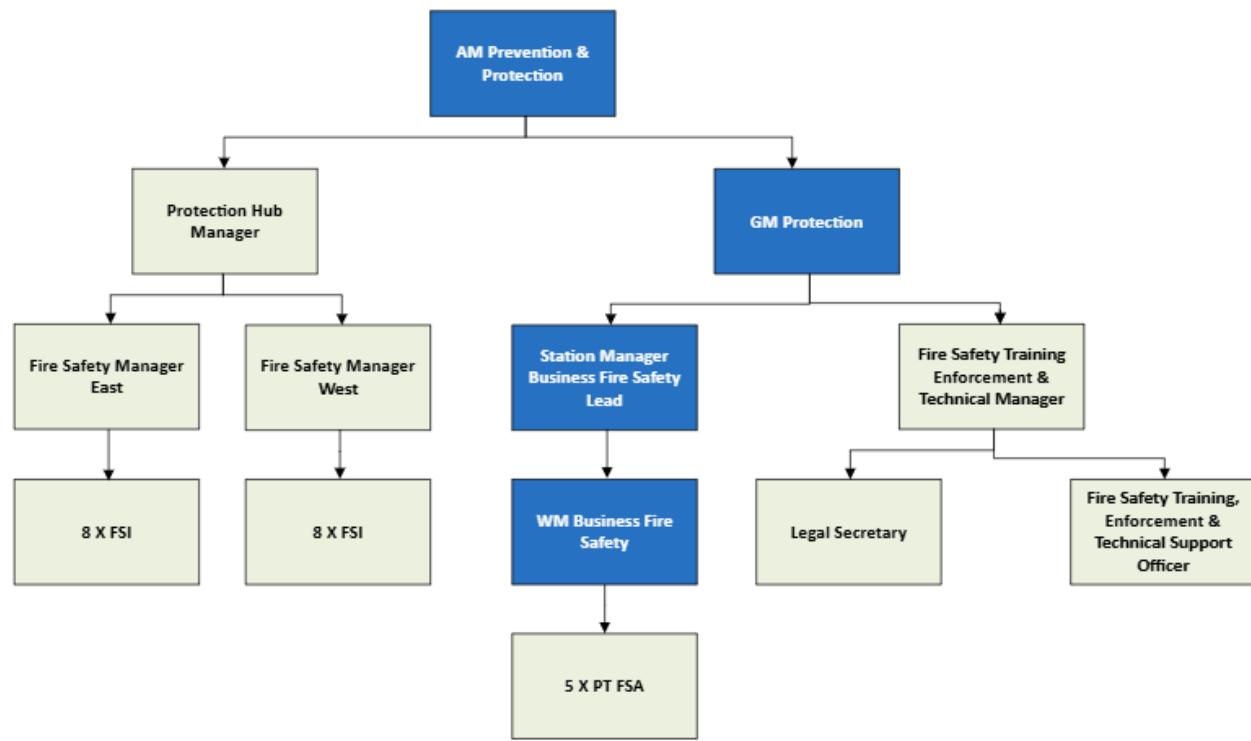
<b>Job Title</b>	<b>Protection Hub Manager</b>		
<b>Post Reference</b>		<b>Temporary/Permanent</b>	
<b>Grade</b>	7	<b>Hours</b>	37 Hours
<b>Reports to</b>	Area Manager Prevention & Protection		
<b>Line Management Responsibilities</b> (Direct and Indirect)	Direct: 2 X Fire Safety Managers, Indirect: 16 Fire Safety Inspectors		
<b>Directorate/Department</b>	Service Delivery		
<b>Location</b>	Predominantly based at SHQ, but travel across the county is required.		
<b>Politically Restricted</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input checked="" type="checkbox"/>	
<b>Level of DBS Check Required</b>	<input type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input checked="" type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		
<b>Safeguarding Level Required</b>	<input type="checkbox"/> <b>Level 1</b> <input checked="" type="checkbox"/> <b>Level 2</b>		
<b>Main Purpose of the Job</b> <ul style="list-style-type: none"> <li>• Protection-manager for the Service Delivery Hubs.</li> <li>• Work alongside the GM Protection to develop a professional organisational culture within the Protection function, ensuring effective collaboration with other key stakeholders across the service recognising the key links to protection risk and Firefighter safety.</li> <li>• Lead, coordinate and be accountable for Hub protection activities, ensuring activities are prioritised against risk and organisational objectives.</li> <li>• Line management of Fire Safety Managers and provide indirect line management for 16 FSIs.</li> <li>• Write and present management reports to inform the Senior Leadership Team and Fire Authority on performance and the identification of risk.</li> </ul>			

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- Support the Business Fire Safety Team by engaging with partners to identify the 'unknown Risk' within the community and initiate appropriate regulatory activity.
- Ensure appropriate training and CPD are available and reflect the demands and challenges of the sector.
- Manage the use and allocation of uplift grant funding appropriately, providing suitable budget returns to central government with a clear audit of spending and compliance with grant conditions.
- Ensure activities support and promote the swift remediation of all buildings identified as having unsafe external wall systems. This is to be done through regular engagement with Local Authorities and representatives from the Ministry of Housing, Communities and Local Government (MHCLG).
- Establish, develop and maintain relationships and partnerships with both internal and external stakeholders, partners and agencies at local, regional and national levels to deliver the Service's strategies, purpose and aims.
- Manage the allocation of work to support multi-disciplinary teams for the Building Regulator (BSR). Including the management of BSR grant funding through effective budget management.
- Support and contribute to NFCC groups

## Organisational Structure



## Key Responsibilities and Deliverables:

- Lead the delivery of Protection activities across designated Unitary Authority areas, ensuring alignment with Service Strategic Commitments and operational excellence in collaboration with the Protection Manager.
- Embed risk-based prioritisation by ensuring inspection programmes are intelligence-led and focused on premises presenting the greatest risk to life, property, and community resilience.
- Design and deliver innovative initiatives in partnership with stakeholders to enhance fire safety outcomes and contribute to broader community risk reduction strategies.
- Provide visionary leadership to all personnel engaged in Protection activities, ensuring their work is purposeful, efficient, and aligned with strategic objectives and the Protection Strategy.
- Drive performance excellence through effective line management and development of the Protection team, ensuring delivery against corporate measures and continuous improvement.
- Lead strategic risk identification and mitigation, ensuring Protection activities are data-informed and contribute to reducing community vulnerability.
- Actively contribute to Hub leadership, supporting the Group and Area Manager in strategic decision-making and operational delivery across the Service Delivery Hub.
- Maintain oversight of changes to the built environment, considering political influences, ensuring timely intelligence sharing and operational preparedness across the service.
- Manage the delivery of complex fire safety audits to ensure regulatory compliance and risk reduction, providing expert analysis and recommendations for high-risk environments.
- Ensure robust enforcement of the Fire Safety Order 2005 and Fire Safety England Regulations 2022, including legal proceedings, to uphold public safety and regulatory integrity.

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- Champion continuous improvement by evaluating existing guidance and leading the development of new policies and procedures that reflect best practice and emerging risks.
- Own and oversee fire risk assessments for Service premises within the Hub, ensuring legal compliance and alignment with organisational risk management frameworks.
- Lead communications for Protection initiatives, working with the Communications and Engagement team to deliver targeted, impactful messaging across all platforms.
- Provide strategic insight and reporting through high-quality written reports and presentations to senior leadership and governance bodies.
- Embed quality assurance and audit processes within Protection activities, ensuring continuous improvement and alignment with Service standards.
- Drive implementation of audit recommendations, ensuring Protection activities evolve in response to internal and external scrutiny.
- Ensure robust governance of Protection documentation and data, maintaining integrity and accessibility in line with Service protocols.
- Represent RBFRS at local, regional, and national forums, influencing policy and practice through collaboration and thought leadership.
- Lead or contribute to strategic projects, ensuring Protection initiatives are delivered on time, within budget, and with measurable impact.
- Cultivate strategic partnerships with internal and external stakeholders to advance the Service's mission, influence policy, and enhance community safety.
- Ensure legal and policy compliance, promoting a culture of safety, inclusion, and excellence in line with RBFRS values and behaviours.
- Provide strategic leadership cover by deputising for the Area Manager, contributing to decision-making and representing the Service at key meetings.

## Person Specification

Qualifications and training	On recruitment	After Training
Level 4 Diploma in Fire Safety or equivalent	X	
Advanced Professional Certificate in Legal Skills (APCIL)	X	
Certificate in Assessing Vocational Achievement qualification or equivalent qualification		X

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Internal Quality Assurance qualification or suitable alternative training		X
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Knowledge, skills and experience	On recruitment	After Training
Comprehensive knowledge and understanding of the legislative framework and the mechanisms of enforcement of fire protection in new, altered and existing buildings.	X	
Competent at undertaking fire protection audits.	X	
Committed to diversity and inclusion	X	
Confident and resilient, able to deal with highly challenging and stressful issues	X	
Able to cultivate and maintain effective working relationships with a wide range of people based on trust and mutual respect	X	
Recognises the potential political impact and implications of actions	X	
Able to produce management reports to a high standard	X	
Able to make appropriate decisions and create practical solutions and effective plans	X	
Understanding of financial management, budget and procurement processes – able to manage and monitor budgets	X	
Ability to conduct complex and thorough investigations, and present findings in formal settings	X	
Sound knowledge of local, regional and national Fire Service issues	X	
Strong performance management to improve service delivery	X	
Professional approach demonstrating confidence, personal resilience and integrity	X	
Able to interpret assessment standards and apply these to internal policies and processes, with proven experience as an assessor	X	
Computer-literate and able to use electronic office systems	X	
Experience of internal and external partnership working	X	
Commitment to high professional standards	X	
Experienced in managing enforcement activities under Fire Safety legislation, up to and including prosecution.	X	

## Other Requirements

Valid UK Driving licence

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

## RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is Choose an item.

## Leading Yourself (Behaviours for Everyone)

<b>Safe</b>	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
<b>Supportive</b>	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
<b>Inclusive</b>	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

## Leading Others (Behaviours for those who Manage/Influence Others)

<b>Safe</b>	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
<b>Supportive</b>	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
<b>Inclusive</b>	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.

## Leading the Service (Behaviours for those in Senior Management Positions)

<b>Safe</b>	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
<b>Supportive</b>	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
<b>Inclusive</b>	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something

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we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

<b>Profile prepared by:</b>	AM Prevention and Protection		
<b>Approved by:</b>			
<b>Profile Effective from:</b>		<b>Last reviewed:</b>	
<b>Post holder name:</b>		<b>Signature:</b>	