ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

Job Title	**Chief Fire Officer / Chief Executive**		
Post Reference	CFO/CEx	**Temporary/Permanent**	Permanent
Grade	CO16-C020	**Hours**	37 hours per week, with requirement to work extra hours commensurate with post
Reports to	Combined Fire Authority (via Chair)		
Management responsibilities (Direct and Indirect)	Directly accountable to the Fire Authority, with S151 Monitoring Office and S112 Chief Finance Officer to ensure effective running of the Service in accordance with the Authority's Scheme of Delegations • Revenue budget of circa £50M • Capital budget of Circa £6M • Reserves Circa £11M • Indirect influence on other budgets/sources of income- other blue light services, local authority budgets, private sector income • Accountable for TVFCS operating costs £2M • Staffing – c700 staff • Population – circa 1M		
Directorate/ Department	Corporate		
Location	Service Headquarters		
Politically restricted	**Yes ☒**	**No ☐**	
Level of Security Clearance Required	**☒ SC (Security Check)** **☒ NPPV3 (Non-Police Personnel Vetting)**		
Level of DBS Check Required	**☐ Standard** **☐ Enhanced** **☒ Enhanced (with barred Child)** **☒ Enhanced (with barred Adult)**		
Safeguarding Level Required	**☒ Level 1** **☒ Level 2**		

Main Purpose of the Job

The prime purpose of the role is to be accountable to the Fire Authority for the discharge of its statutory obligation and to lead and develop a highly effective and trusted Service.
The role of Chief Fire Officer / Chief Executive of RBFRS operates in an increasingly multi-agency context; initiating, developing and influencing a complex range of relationships, including:

- The six unitary local authorities of Royal Berkshire, their services and schools
- Various bodies representing local businesses and voluntary organisations
- Other fire and rescue services and emergency services
- Central Government (mainly Home Office & MHCLG)
- Members of Parliament
- Local Government politicians
- National Fire Chiefs Council
- Local Pension Board
- Representative bodies
- A wide range of community organisations

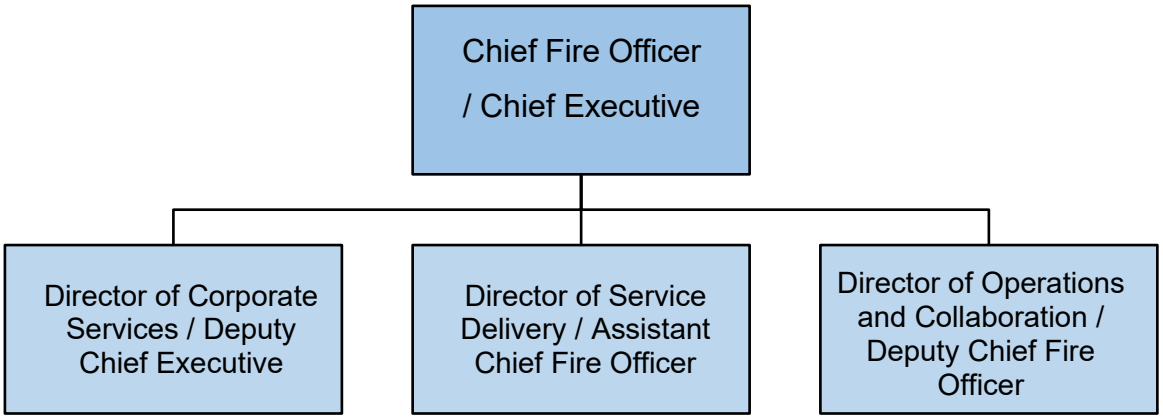
The CFO/CEx will maintain competence in accordance with the current NJC Gold Book role map to command major incidents and / or multi agency events.

As the most senior person in the Service, the CFO/CEx's work is primarily generated by the post holder, within the general direction by the Fire Authority through a process involving the Chair and Vice-Chair setting annual performance objectives.

The CFO/CEx will provide professional advice to the Fire Authority in order to achieve its strategic objectives and has the freedom to act in accordance with statutory, legal and other obligations to discharge this duty.

Organisational Structure

See www.rbfrs.co.uk/aboutus-structure for Organisational Structure



Key Responsibilities and Deliverables:

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

Lead, manage and develop a highly effective Senior Leadership team that works strategically and promotes a corporate 'One Team' ethos. Working collaboratively with elected members to influence policy decisions that will affect the people of 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.

3. Advisor to the Fire Authority

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

4. Overseeing the Effective Service Delivery

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

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 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 of choice 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, in line with agreed policies, procedures and best practise.

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

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. Ensuring that the Fire Authority receives regular reports as required and is well-informed about organisational performance.

8. Governance

Ensure robust corporate and financial governance arrangements are in place to support the Authority and effectively manage the Service.

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 the highest standards of governance are maintained.

In conjunction with the Chief Fire Officer (Section 112 Officer), ensure that appropriate financial controls are in place, and are audited and reviewed as necessary to ensure financial probity and compliance. Gaining approval for all budgets and spend in line with Standing Orders, Contract Regulations, thereby, ensuring the best use of the Authority's financial resources and value for money.

9. Pension Scheme Manager

As Pension Scheme Manager the CFO/CEx role holds ultimate responsibility for the effective governance, administration, compliance, and communication of the Firefighters Pension Schemes. While many functions can be delegated operationally, the Pension Scheme Manager remains accountable for all outcomes, legal compliance, and any regulatory breaches.

10. 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.

11. Building Relationships

Consult community representatives and act as an ambassador for RBFRS with external organisations, proactively building relationships and networks, to 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.

12. 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, National Fire Chiefs and the Local Government Association, in order to contribute to Fire and Rescue Service development and promote the interests of Royal Berkshire Fire and Rescue Service.

Champion and demonstrate active commitment to organisational policies on:

- Health and Safety
- Equality, Diversity and Inclusion; and
- Environmental Issues

13. Operational Command and Cover (For operational only)

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 continuous duty rota providing an in-County command availability on either a second (5 hour) or third (24 hour) response.

Person Specification

Essential Qualifications **(Chief Fire Officer / Chief Executive)**	CV & Supporting Statement	Report, Assessment Centre & Interview
Appropriate management qualifications (e.g. Relevant senior management qualifications e.g. MBA / MPA / MA Mgt).	X	
Membership of a relevant professional organisation (e.g. IFE / CMI / IoD / CIPD etc).	X	
Additional Essential Criteria **(Operational Only)**		
Successful Level 4 Strategic Operational Command Assessment, or equivalent.	X	
Successful completion of Multi-Agency joint incident Command course or equivalent.	X	
Essential Experience, Skills and Knowledge **(Chief Fire Officer / Chief Executive)**		
Relationship Management – Experience of forming effective Director* level relationships in order to generate confidence, respect and collaborative working, including with elected members and representative bodies.	X	
Strategic development and co-ordination – Experience, at Board level, of advising, supporting, and setting direction in an organisational context, taking account of the internal and external environment.	X	
Delivering results – Experience of translating broad strategic ambitions into clear performance objectives working with others to improve operational effectiveness and achieve transformational change across organisational boundaries.	X	
Leadership – Experience of providing strategic direction, delivering results, building on relationships and capability, motivating and inspiring staff at a time of change and challenge.	X	
Teamwork – Experience of contributing positively in a collegiate setting and creating a culture of high performance and effective people management, developing skills, capacity and capability within your team, across the wider organisation and beyond	X	
Communications – Experience of highly developed communication and interpersonal skills in order to command the confidence of staff, peers and senior organisational leaders.	X	

Financial Management – Experience of driving quality, efficiency and value for money in the management of organisational budgets.	X	
Personal Resilience – Proven track record of demonstrating the determination and stamina to sustain effectiveness at a senior level in a corporate environment with integrity	X	
Additional Essential Requirements (Operational Only)		
• Able to meet required RBFRS medical and fitness standards on recruitment • Able to meet Level 4 response standards and, with other Level 4 Officers, to provide operational cover in accordance with the RBFRS continuous duty rota. • A full valid UK Driving License	X X X	
Additional Essential Requirements (Chief Executive Only)		
• There is a requirement to complete a pre-employment health questionnaire • There is a requirement to hold a full valid Driving Licence to undertake official duties	X X	

Strategic Dimension (To be assessed through the Report, Assessment Centre and Interview)	CV & Supporting Statement	Report, Assessment Centre & Interview
Interpretation and sense making Evidence of the ability to process and assimilate complex and extensive information, at Director* level or above, in order to identify key issues and ascribe patterns.		X
Strategist Evidence at Director* level or above, of the ability to accept complexity and ambiguity and be able to make sense of it, setting future direction and coordinating activities that consistently align with the direction determined.		X
Communicator Proven ability at Director* level or above, of effectively engaging and inspiring different individuals and audiences by their passion, clarity and connection.		X
Advocate and Steward Proven ability at Director* level or above, of working selflessly to protect and promote the best interests of the organisation, demonstrating that stewarding the organisation is more important than personal ambitions.		X

Strong Political Acumen A strong track record at Director* level or above, of effectively reading situations in the political domain, appreciating the limits of one's authority, building consensus and acting with integrity at the political interface.		X
Innovator A strong track record at Director* level or above, of seeking opportunities beyond the traditional solutions and conventional approaches. Thereby, creating an environment that fosters creativity and disrupts traditional thinking.		X
Permissive Leader Evidence at Director* level or above, of providing space and support for others to effectively learn and grow. Being self-confident enough to challenge and be challenged and relinquish authority whilst remaining accountable.		X
Values Based Strong evidence of leadership behaviours, at Director* level or above, which promote a clear set of values that guide actions and consistently demonstrate the highest standards of conduct and approach.		X
Self-Aware Clear evidence of honest reflection on personal strengths and weaknesses, whilst appreciating the impact these can have on others and proven ability to make changes where necessary		X

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 **Leading the Service**	
Leading Yourself (Behaviours for Everyone)	
Safe	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each together, and holding high standards are how we keep our people and communities safe.
Supportive	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.
Inclusive	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)	
Safe	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.
Supportive	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.
Inclusive	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)	
Safe	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.
Supportive	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.
Inclusive	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-today, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

***Note – where reference is made to experience at Director level, this should be in an organisation with over 400 staff and a revenue budget in excess of £20 million**.

Profile prepared by:	Chief Fire Officer		
Approved by:	Chief Fire Officer		
Profile Effective from:	20.11.2025	**Last reviewed:**	20.11.2025
Post holder name:		**Signature:**	
		Date:	