ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

Job Title	**Deputy Chief Executive, Director of Enabling Services**		
Post Reference		**Temporary/Permanent**	Permanent
Grade	Director	Hours:	37 hours per week with requirement to work extra hours commensurate with post.
Reports to	Chief Fire Officer/Chief Executive (CFO/CEx		
Line Management Responsibilities (Direct and Indirect)	Direct Line Management responsibility for: • Head of HR and Learning and Development • Head of Business and Information Systems • Head of Corporate Services • Head of Assets • Health, Safety and Wellbeing Manager Indirect line management responsibility for c. 150 staff		
Directorate/ Department	Enabling Services		
Location	Headquarters		
Politically Restricted	**Yes ☒**	**No ☐**	
Level of Security Clearance Required	**☒ SC (Security Check)**		
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 Deputy Chief Executive is responsible for ensuring that Royal Berkshire Fire and Rescue Service is a safe, compliant, high-performing and sustainable organisation that is enabled to deliver the best possible outcomes for the communities of Berkshire.

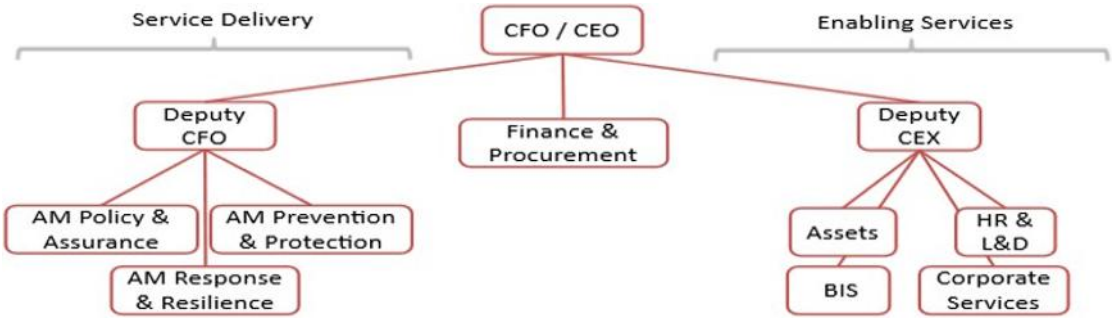
As a member of the Director Team and Deputy Monitoring Officer, the postholder provides strategic leadership for governance, assurance and learning, organisational effectiveness, people, digital services, organisational development and corporate services functions. The role ensures that the organisation operates lawfully, transparently and efficiently, and that staff across every part of the Service have the systems, resources, information, skills and support needed to work safely and effectively.

Working closely with the Chief Fire Officer / Chief Executive, the Deputy Chief Executive ensures enabling services operate as One Team for Berkshire, providing the insight, capacity and leadership necessary to support service delivery, drive continuous improvement and maximise public value.

The role champions a safe, supportive and inclusive culture guided through the principles of Focused delivery, simplified ways of working and teamwork. These underpinnings enable greater accountability, intelligence led decision making, innovation and responsible stewardship of public resources.

Ultimately, the Deputy Chief Executive creates the conditions that enable the whole organisation to perform at it s best in delivering the Servies mission of creating safer communities.

Organisational Structure



Key responsibilities and Deliverables:

Strategic Leadership and Organisational Direction

- Support the Chief Fire Officer / Chief Executive in setting the strategic direction, culture, standards and priorities of the organisation.
- Provide visible and effective leadership across the Service, promoting a safe, supportive and inclusive and inclusive culture enabling professionalism, accountability and continuous improvement.
- Act as Deputy Chief Executive and provide organisational leadership in the absence of the Chief Fire Officer / Chief Executive as required, primarily relating to corporate aspects.
- Foster a strong One Team for Berkshire ethos, ensuring enabling services work collaboratively to support organisational and community outcomes.

Deliverable: A well-led, high performing organisation with a clear sense of purpose, shared priorities and strong corporate leadership.

Organisational Learning, Assurance, Governance and Compliance

- Act as Deputy Monitoring Officer and support the Monitoring Officer in maintaining effective governance, lawful decision-making and high standards of conduct.
- Ensure the robust arrangements are in place for governance, assurance, audit, compliance, risk management and internal control.
- Provide Assurance to the Chief Fire Officer, Fire Authority and wider stakeholders that the organisation is meeting its statutory, regulatory and policy obligations.
- Ensure governance processes are proportionate, transparent and focused on supporting effective decision-making.

Deliverable: A safe, compliant and well governed organisation that commands the confidence of staff, Members, regulators and the public.

Safety, Risk and Organisational Resilience

- Ensure staff across all functions have the systems, policies, training, equipment and support required t operate safely and effectively.
- Maintain strategic oversight of health, safety and welfare arrangements and organisational risk management.
- Promote a culture where learning, assurance and safety are integral to service delivery.
- Lead organisational resilience, business continuity and corporate preparedness arrangements.

Deliverable: An organisation the manages risk effectively and enables staff to work safely, confidently and professionally.

Strategy, Planning and Performance

- Lead the development of strategic planning arrangements, ensuring alignment between risk, priorities, workforce planning, financial planning an performance.
- Ensure decisions are informed by high-quality intelligence, insight, evidence and analysis.
- Oversee performance management arrangements that provide meaningful learning, assurance and support continuous improvement.
- Support the development and delivery of the Community Risk Management Plan and Corporate plan to deliver strategic priorities of the Fire Authority.

Deliverable: Clear strategic direction, informed decision-making and strong organisational planning and performance.

Organisational Improvement and Change

- Lead the organisation's approach to improvement, transformation and business change.
- Drive simplification of systems, processes and ways of working to improve effectiveness and reduce unnecessary bureaucracy.
- Ensure the Service continuously learns form audit, inspection, incidents, complaints, benchmarking and feedback.
- Ensure the organisation can effectively horizon scan and be sufficiently agile in its prioritisation and resource alignment.
- Balance the need for proportionate compliance and assurance with innovation, agility and organisational development.

Deliverable: A modern, continually improving organisation that adapts effectively to changing demands and opportunities.

Asset Management and Organisational Readiness

Provide strategic leadership for the Services estate, facilities, fleet and operational assets, ensuring they are safe, compliant, sustainable and capable of supporting excellent service delivery.

Ensure investment in assets is aligned to community risk, operations requirements, workforce needs and organisational priorities, balancing operational effectiveness, financial sustainability and environmental responsibility.

Oversee the development of a fit-for-purpose estate that meets the needs of staff, partners, and the public, ensuring buildings and workplaces support safe, modern and efficient ways of working.

Ensure the fleet, equipment and associated assets evolve in line with changing risk profiles, emerging technology and operational learning, enabling staff to serve Berkshire's communities safely and effectively.

Promote a joined-up approach to asset planning and management that maximises value, supports organisational resilience and provides assurance that assets remain effective throughout their lifecycle.

Deliverable: A safe, compliant and sustainable estate that supports modern service delivery and meets the needs of staff and the public.

Deliverable: Fleet and equipment assets that are aligned to current and future risks and enable effective operational response

Deliverable: Asset investment decisions informed by evidence, risk, whole-life costs and organisational priorities.

People, Culture and Workforce Development

- Provides strategic leadership for people management, organisational development, learning and workforce planning.
- Ensure the organisation has the leadership, skills, capacity and culture needed to deliver current and future priorities.
- Promote employee engagement, wellbeing, inclusion and professional development.
- Maintain constructive relationships with staff representative bodies and trade unions.

Deliverable: A capable, engaged and high-performing workforce with the skills and leadership required for future success.

Digital Data and Information

- Lead the development and use of digital services, data and information to improve decision-making, productivity and service delivery.
- Ensure information in managed securely, lawfully and effectively.
- Support the responsibilities of Senior Information Risk Owner (SIRO).
- Promote intelligent use of technology and data to improve efficiency and create organisational capacity.

Deliverable: Secure, effective digital and information systems that support organisational performance and evidence-based decision-making.

Financial Sustainability and Resource Stewardship

- Promote a culture of value for money and responsible stewardship of public resources.
- Ensure resources are aligned to strategic priorities and deliver maximum benefit for communities.
- Oversee robust financial planning, across the enabling services directorate.
- Drive organisational efficiency and productivity improvements to support long-term sustainability.

Deliverable: Financially sustainable services that maximise public value and make effective use of available resources.

Leadership of Corporate and Enabling Services

- Provide strategy leadership and oversight for:
    - Governance and Democratic Services
    - Human Resources
    - Learning and Development
    - Change and Improvement
    - Digital, Data and Information Services
    - Business Systems
    - Communications and Engagement
    - Business Support Services
    - Health, Safety and Welfare
    - Organisational Learning and Assurance

- Ensure these functions operate as an integrated enabling system that supports operational excellence and organisational priorities.

Deliverable: Enabling services that are joined-ip, responsive, efficient and focused on supporting service delivery.

External Leadership and Partnerships

- Build and maintain productive relationships with Fire Authority Members, local authorities, emergency services, government departments, representative bodies and other partners.
- Represent the Service at local, regional and national forums.
- Promote the reputation, influence and interests of Royal Berkshire Fire and Rescue Service

Deliverable: Strong partnerships, effective collaboration and enhanced outcomes for the Communities of Berkshire.

Overall Success Measures

Success in the role will be demonstrated through:

- A safe, compliant and well-governed organisation.
- Strong assurance and confidence from Members and stakeholders.
- Effective delivery of strategic priorities and organisational improvement.
- A culture of responsible use of resources and value for money.
- Simplified processes and increased organisational efficiency.
- High levels of workforce capability, engagement and wellbeing.
- Effective use of data, intelligence and technology.
- Strong partnership working and organisational reputation.
- Assets and capabilities aligned to risk and modern requirements.
- Enabling the Service to create safer communities within Berkshire.
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Person Specification

Qualifications and training	On recruitment	After Training
Degree level qualification or equivalent professional experience.	×	
Evidence of ongoing professional development.	×	
Significant executive or senior leadership development.	×	

Knowledge	On recruitment	After Training
Corporate governance, public accountability and assurance frameworks.	×	
Strategic planning, performance management and organisational improvement.	×	
Risk management, compliance and internal control arrangements.	×	
Financial management and resource stewardship within a complex organisation.	×	
Organisational development, workforce planning and cultural change.	×	
Digital, data and information governance.	×	
Health, safety and organisational resilience.	×	
Operating effectively within a political and stakeholder-rich environment.	×	
Fire and Rescue Service governance and operating environment.		×
Local government and public sector reform agenda.		×
Experience		
Significant experience of operating at senior leadership or executive level within a complex organisation.	×	

Experience of providing strategic advice, assurance and governance support to boards, elected members or equivalent governing bodies.	×	
Successful leadership of significant organisational change, improvement and transformation programmes.	×	
Experience of leading multiple professional functions through empowered senior leaders.	×	
Experience of leading organisational development, workforce change and cultural improvement.	×	
Experience of managing significant budgets and ensuring effective use of resources.	×	
Experience of developing productive relationships with senior stakeholders, partners and representative bodies.	×	
Experience of working within a politically sensitive environment and balancing competing priorities.	×	
Skills and Attributes		
Strategic Leadership Ability to provide clear organisational leadership and inspire confidence across a complex organisation.	×	
Governance and Judgement Ability to balance innovation, organisational performance and service improvement with appropriate governance, compliance and risk management.	×	
Influencing and Political Awareness Ability to influence and build credibility with elected members, external partners and senior stakeholders.	×	
Strategic Thinking Ability to analyse complex information and translate it into clear decisions, priorities and outcomes.	×	
Communication Highly developed communication skills with the ability to convey complex issues clearly and persuasively.	×	
Organisational Improvement Ability to challenge existing practice, simplify systems and drive sustainable improvement.	×	
Building Organisational Capability Ability to build leadership capacity, develop high-performing teams and foster a positive organisational culture.	×	
Partnership Working Ability to establish and maintain effective relationships across organisational boundaries.	×	

Other Requirements

Full driving licence. 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.

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.

Profile prepared by:	Mark Arkwell, Chief Fire Officer/Chief Executive		
Approved by:	Mark Arkwell, Chief Fire Officer/Chief Executive		
Profile Effective from:	July 2026	**Last reviewed:**	July 2026
Post holder name:		**Signature:**	
		Date:	