ROYAL BERKSHIRE
FIRE AND RESCUE SERVICE

Job Title	**Head of Assets (Estates, Fleet and Equipment)**		
Post Reference	***HQA HOA	**Temporary/Permanent**	Permanent
Grade	10	Hours:	37hrs
Reports to	Deputy Chief Executive / Director of Enabling Services		
Line Management responsibilities (Direct and Indirect)	See Organisational Chart Below		
Directorate/ department	Enabling Services		
Location	Service Headquarters		
Politically Restricted	**Yes ☒**	**No ☐**	
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

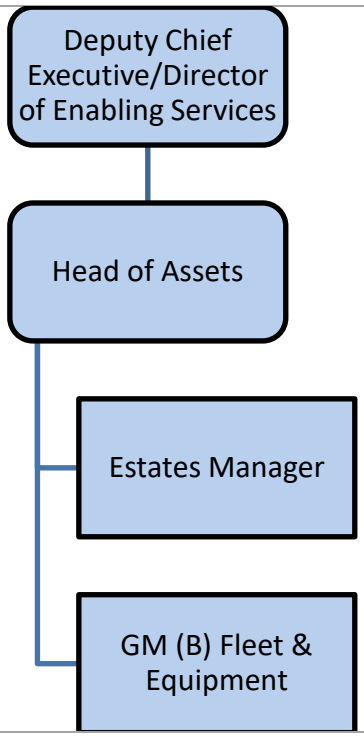
The Head of Assets will provide strategic oversight of the Fire Authority's Fleet, Equipment and Estates assets and ensure a customer focused service approach to meet the needs of a 24 hour 365 days per year emergency service.

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



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

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		
Approved by:	Becci Jefferies		
Profile Effective from:	June 2023	**Last reviewed:**	June 2023
Post holder name:		**Signature**	
		Date	