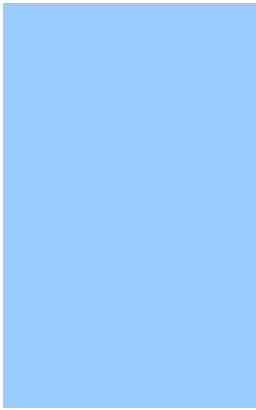


<b>Job Title</b>	<b>Deputy Chief Fire Officer (Service Support)</b>
<b>Job Summary</b>	As outlined in 'The Plan', the jobholder performs a specific individual leadership role as part of an accountable, empowered and sustainable management structure, the 'Strategic Enabling Team', with personal accountability for enabling delivery of key priorities set out in 'The Plan'.
<b>Gold Command Responsibilities</b>	As one of 3 Brigade Managers, the DCFO discharges responsibility for emergency incident command at 'Gold' level on a 'continuous duty' basis as either No. 1, No. 2 or No. 3.
<b>Strategic Enabling Team Responsibilities</b>	<p>Whilst being personally accountable for their individual areas of expertise and functional areas, members of the Strategic Enabling Team share the following common strategic responsibilities:</p> <ul style="list-style-type: none"> <li>◆ Contributes to delivering key priorities set out in 'The Plan' through a focused and collaborative approach to planning and delivering activities in Level 2 Service Delivery Plans and Supporting Strategies.</li> <li>◆ Adds value to strategic decision making through meaningful and constructive evidence-based contributions.</li> <li>◆ Enables and sustains responsive, supportive and effective working relationships with all members of the Strategic Enabling Team and personally demonstrates the core values.</li> </ul>
<b>Reports to:</b>	<b>Chief Fire Officer</b>
<b>Direct reports:</b>	<ul style="list-style-type: none"> <li>◆ Strategic Enabler of HR &amp; Administration</li> <li>◆ Strategic Enabler of Finance &amp; Resources</li> <li>◆ Strategic Enabler of ICT</li> <li>◆ Strategic Enablers (x2) Service Support Area Cdrs</li> </ul>
<b>Managerial / Service Responsibilities</b>	<p>To take executive responsibility for such references as may be allocated by the Chief Fire Officer and to contribute to the direction and corporate management of the Organisation and to deputise for the Chief Fire Officer when required.</p> <p><b><u>MAIN DUTIES AND RESPONSIBILITIES</u></b></p> <ol style="list-style-type: none"> <li>a) Takes executive responsibility for such references as may be allocated by Chief Fire Officer.</li> <li>b) Supports the Chief Fire Officer in advising West Midlands Fire and Rescue Authority, its committees and elected members, on the discharge of statutory responsibilities in the provision of an efficient and effective Fire Service.</li> </ol>

- c) Responsible for the formulation, presentation and monitoring of policy matters as designated by the Chief Fire Officer. To be capable of assuming executive responsibility for any corporate function in order to provide the Organisation with optimum flexibility.
- d) Assists the Chief Fire Officer in providing strategic direction and leadership to the organisation in pursuit of being a modern, flexible and influential Fire Service.
- e) Corporate responsibility for the preparation, implementation, monitoring and review of the Fire Authority's strategic management and corporate planning processes.
- f) Corporate responsibility for the efficient day to day running of the Organisation.
- g) Corporate responsibility that the Organisation provides a flexible and integrated strategy for service delivery and to be responsible for the effectiveness of the Organisation's operational preparedness and its performance.
- h) Ensures that the Organisation provides an equitable level of service provision to all members of the community and that the organisation operates within a culture which embraces fairness and equality.
- i) Ensures the Organisation operates within a safety culture to fully meet health and safety expectations and requirements.
- j) Ensures the efficient use of resources and to achieve continuous improvement in service provision.
- k) Liaises and collaborates, as appropriate, with other organisations, including the metropolitan districts, other emergency services and other Fire Services and to represent and promote the work of the Authority as required.
- l) Represents the Chief Fire Officer at ceremonial and civic events as may be required from time to time.

**Generic managerial responsibilities**

- (M1) Responsible and accountable for budgets and spending of sections for which they are responsible.
- (M2) Proactively manages the performance and development of sections and individuals for which they are responsible including succession planning.
- (M3) Proactively manages the attendance of those individuals for which they are responsible.
- (M4) Enables the sections for which they are responsible to develop and sustain responsive, supportive and effective working relationships



with other sections across WMFS.

(M5) Enables the sections for which they are responsible to uphold and actively promote the equality and diversity policies of WMFS

(M6) Enables the sections for which they are responsible for to work within the Safety, Health and Environmental policies of WMFS.

(M7) Responsible and accountable for the Business Continuity Planning and appropriate implementation of plans in sections for which they are responsible.

**Role Profile /  
Behavioural  
Framework**

Strategic Manager Behavioural Framework

**Is this a  
politically  
restricted post?**

Yes. Refer to SO 01/13, section 2.5.

**Date:**

May 2014