

<p>Job Title</p> <p>Job Summary</p>	<p>Assistant Chief Fire Officer (Service Delivery)</p> <p>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'.</p>
<p>Gold Command Responsibilities</p>	<p>As one of 3 Brigade Managers, the ACFO discharges responsibility for emergency incident command at 'Gold' level on a 'continuous duty' basis as either No. 1, No. 2 or No. 3.</p>
<p>Strategic Enabling Team Responsibilities</p>	<p>Whilst reporting to their direct line manager, each member of the Strategic Enabling Team is empowered and accountable for performance in their individual areas of expertise and functional leadership, this is in addition to the following shared strategic responsibilities:</p> <ul style="list-style-type: none"> ◆ 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. ◆ Adds value to strategic decision making through meaningful and constructive evidence-based contributions. ◆ Enables and sustains responsive, supportive and effective working relationships with all members of the Strategic Enabling Team and personally demonstrates the core values.
<p>Reports to:</p>	<p>Chief Fire Officer</p>
<p>Direct reports:</p>	<ul style="list-style-type: none"> ◆ Strategic Enablers (x4) Service Delivery Area Commanders ◆ Strategic Enabler DICE
<p>Managerial / Service Responsibilities</p>	<ul style="list-style-type: none"> a) To lead the Operations staff by creating a culture of; public service, innovation, appropriate risk taking, and individual accountability and professional responsibility at all levels. b) To lead the creation of user requirements that enable support functions to provide the necessary systems/processes for the policy areas related to the post e.g. information systems, attendance management policy, and which enable high quality value for money services to be provided. c) To ensure that the development and delivery of the work of the Service is shaped through community involvement. d) To increase the capacity of the service through the use of volunteering and acquisition of additional funding.

- e) Lead the development and implementation of intelligence led policy and strategy that enables the delivery of effective, economical and efficient targeted prevention services in areas such as:
 - ◆ Safety in the Home
 - ◆ Arson and Antisocial Behaviour
 - ◆ Road Safety
 - ◆ Children and Young People
 - ◆ Health and Well being
- f) Lead the development and specification of assets related to service provision within this policy area including; fire stations, the Red Hot Education Station, Safeside.
- g) To lead the development of policy and strategy under equalities legislation related to service provision.
- h) Collaborate with DCFO and members of the Strategic Enabling Team to specify risk analysis work to inform decision making related to the policy areas of the post.
- i) Lead the development and implementation of policy and strategy that enables the FRA to fulfil and exploit opportunities provided under legislation, regulation and guidance concerning partnership working with local authorities and other statutory and non-statutory partners.
- j) To develop personal and professional relationships which enable the delivery of services in partnership and for the benefit of the public.
- k) To ensure that Firefighters and other watch based staff are safe and effective in their emergency response work through:
 - ◆ Individual and team development activity
 - ◆ The implementation of the risk information systems operated by the Service
 - ◆ Collaboration with the DCFO in the creation and delivery of an exercise and training programme.
 - ◆ Debrief and the inter-change of information between Operations and support functions
- l) Lead the operation of the Technical Rescue function.
- m) To collaborate with the HR function in the discharge of shared responsibilities related to workforce planning.
- n) In collaboration with CFO and DCFO and Strategic Enabling Team members ensure that the Service implements its business continuity planning arrangements.
- o) To lead the development and implementation of the Service's performance management systems within Operations including Individual Performance Development and Review.

- p) To lead the development and implementation of the service reviews related to the policy responsibilities of the post to include public satisfaction surveys.
- q) To contribute to the development and implementation of the Services' Assurance Framework.
- r) To report performance matters to the CFO and Fire Authority as necessary.
- s) To lead the delivery of projects and programmes as necessary
- t) Provide support and guidance to one or more of the Operations Commanders. Maintain relationships with Local Authority politicians and officers, public sector, business and voluntary sector leaders by developing partnerships that promote and support the work of the Service.

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. Reports to CFO.

Date:

May 2014