



Job Description

JOB TITLE	Assistant Chief Fire Officer/Director	DIVISION	Principal Management
POST NO:	1002	GRADE:	Assistant Chief Fire Officer (Gold Book)

1. JOB PURPOSE

- 1.1 To have joint responsibility as a member of the Service Leadership Board (SLB) for the strategic direction and effective and efficient delivery of services.

2. PRINCIPAL ACCOUNTABILITIES

CORPORATE

- 2.1 As a member of SLB, to be responsible for the management, direction and performance of Avon Fire & Rescue Service to ensure it fulfils its statutory and non-statutory obligations to the community and that recommendations are implemented as directed by the Elected Members of the Combined Fire Authority and Committees.
- 2.2 To assist the Authority in achieving the Equality Standards and be proactive in promoting corporate aims and objectives in respect of Diversity, Inclusion, Cohesion and Equality in the workplace.
- 2.3 To ensure the service responds positively to the requirements of national audit regimes and peer reviews.
- 2.4 To be proactive in promoting the Service Mission, Values and Behaviour Framework. To actively support and facilitate the implementation and delivery of culture change, Service transformation and corporate strategies and policies.
- 2.5 To liaise effectively across all functional units within the Service to ensure corporate objectives remain focused and are implemented in a cohesive manner.
- 2.6 To assist the Authority in creating a culture of continuous improvement which meets the requirements of the community, statutory assessment, and external scrutiny, including HMICFRS and any peer assessments.
- 2.7 To actively liaise with Members of the Fire Authority to support them in their role, including producing Committee reports, briefing notes and research documents as appropriate. Attend meetings and present information in association with relevant functional Managers.
- 2.8 To lead investigations into significant accidents or incidents involving Avon Fire & Rescue Service personnel ensuring managers gather evidence to enable accurate conclusions to be reached. Develop and implement remedial actions as necessary.

- 2.9 To be responsible for the co-ordination and implementation of safe working practices under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety Regulations 1999.
- 2.10 To provide Gold Command level on-call cover, on a rota basis, for attending operational incidents.

3. *MANAGERIAL*

- 3.1 To conduct regular performance management meetings with relevant functional Managers, providing strategic direction, leadership, vision, and mentoring, to ensure that service delivery corresponds with the targets set.
- 3.2 To create a culture of attendance by actively managing the attendance levels of subordinate staff and setting clear expectations in this regard.
- 3.3 Direct, motivate and manage Directorate Managers, ensuring their performance and activities are conducted with maximum effectiveness and efficiency in line with Service policies, values, and objectives.
- 3.4 Ensure Directorate Managers have the necessary development, support, and empowerment to effectively lead, manage and review the performance of employees within their functions. Ensure that, within the Directorate Units, employees have the opportunity to develop personal potential within agreed corporate and functional aims and objectives.
- 3.5 To communicate to Directorate Managers the Service's policy guidelines and corporate strategies, and their implications for services, budgets, and resource issues, to promote consistency throughout the Service.
- 3.6 Through Directorate Managers, ensure that efficient and effective services are delivered which provide the Service with 'Best Value'.
- 3.7 To delegate appropriate operational and all day-to-day matters to respective Directorate Managers who will be responsible for the achievement of timely results to agreed standards.
- 3.8 To agree with Directorate Managers clear targets and timescales for their functions and budget plans, ensuring they adequately and appropriately reflect the Service's objectives, policies and procedures, as well as address targets contained in the Corporate and Integrated Risk Management Plans.

FUNCTIONAL

- 3.9 Specific functional accountabilities for ACFOs will be confirmed upon appointment and appropriate objectives set. These may be reviewed and amended to meet the needs outlined in the Service Plan.

GENERAL

- 3.10 The post holder must ensure that, both in their dealings with other employees and with members of the public, they adhere to the National Fire Chiefs Council Core Code of Ethics and our Service Values and Behaviour

Framework and must confront incidents of behaviour not in line with those principles.

- 3.11 This Job Description contains only the main accountabilities relating to the post and does not describe in detail the duties required to carry them out.

4. SUPERVISION and WORK PLANNING

- 4.1 The post holder reports to the Chief Fire Officer/Chief Executive, with whom there is regular daily contact and by whom overall parameters and objectives are set.
- 4.2 The post holder is a full member of the Service Leadership Board (SLB) and is, therefore, expected to contribute strategic and corporate innovations to this forum with little or no direct supervision.
- 4.3 The post holder is directly responsible for Directorate Managers, as allocated.

5. QUALIFICATIONS and EXPERIENCE

- 5.1 The post holder will lead, involve, and motivate others and will be expected to demonstrate their ability to work as part of a strategic team. Experience of driving and managing change to improve organisational effectiveness is required.
- 5.2 The post holder will be committed to development of themselves and their teams and will have strong influencing skills. The ability to communicate effectively both orally and in writing is required.
- 5.3 The post holder must have experience of managing critical incidents in a pressurised environment.
- 5.4 The post holder must have a commitment to diversity and integrity and have well-developed problem-solving skills.
- 5.5 The post holder must hold a full valid driving license due to the requirement to be on-call and respond accordingly.
- 5.6 Previous experience of overseeing significant change in a complex organisation.

6. JOB CONTEXT

- 6.1 Avon Fire & Rescue Service services the Unitary Authority areas of Bristol, Bath and North East Somerset, North Somerset and South Gloucestershire, with fire stations and office locations in each area. It is a Combined Fire Authority, consisting of Members drawn from these authorities. Avon Fire Authority is a precepting Authority. Service Headquarters is based at Portishead with offices in across the Service area. In total, there are 20 fire stations, serving an area of approximately 513.55sq miles with a population of around 1,018,000. The Control Centre where emergency calls are handled is based in Lansdown, near Bath.
- 6.2 The Service is going through a period of significant change in order to improve the quality and effectiveness of the services it provides. These post

holders, along with Leadership Board colleagues, will be instrumental in ensuring necessary organisational change is introduced successfully, whilst maintaining employee motivation and ensuring employees are focused on customer satisfaction and the delivery of efficient and effective services to the public and outside organisations.

- 6.3 As a member of the Service Leadership Board (SLB), the Service's corporate decision-making forum, the post holder is involved in determining the Services overall strategy as well as ensuring that Member's decisions are implemented.

7. SCOPE FOR IMPACT

- 7.1 The principal role of the post holder is to assist the Chief Fire Officer/Chief Executive in the maintenance and development of effective service provision responsible both to the needs of the Fire Authority and the public, and consistent with the Fire Authority's aim of increased delivery of public services to the community. The post holder must, therefore, be able to initiate and promote policies and action plans which sustain and develop the approach adopted by the Service and supported and advocated by the Fire Authority, as well as making positive contributions to the effectiveness of the Service's policies and culture. In addition, as a member of the Service Leadership Board (SLB), the post holder plays an important role in determining the Service's direction and development, and in ensuring that planning and performance monitoring policies and procedures are developed and implemented in line with the Service's overall strategy.
- 7.2 The post holder assists the Chief Fire Officer/Chief Executive with the provision of information and advice to the Combined Fire Authority and to Members and Chief Officers of its constituent Unitary Authorities on all matters related to the operational responsibilities of the Service. The post holder must have wide-ranging knowledge of the issues relevant to an area such as that covered by Avon Fire & Rescue Service, be aware of the pressures under which local authorities operate and be able to lead and direct critical incidents as circumstances dictate.

8. CONTACTS

- 8.1 The post holder has frequent and regular contact with the other members of the Service Leadership Board (SLB) and with the other Functional Managers, as well as with Members of the Combined Fire Authority. There is also wide-ranging contact with professional colleagues in other Services and organisations both locally and nationally, and with Members of the four Unitary Authorities. There will also be contact with central government agencies or departments, and occasionally with the general public.

9. SPECIAL NOTES or CONDITIONS

- 9.1 The Chief Fire Officer/Chief Executive will, from time to time, change references and principal accountabilities of Leadership Board Members, in order to meet the needs of the service.
- 9.2 This post is designated as politically sensitive under the 1989 Local Government and Housing Act by virtue of it being a designated post, and, as such, will comply with these regulations.