

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Chief Executive
JOB TITLE:	Assistant Chief Fire Officer / Head of Community Risk and Response
GRADE:	Band 16
JD REF:	H229
RESPONSIBLE TO:	Chief Fire Officer/Director of Public Protection
RESPONSIBLE FOR:	Council Services within the portfolio. These may change to reflect need and maximise capacity and resources across the Council.
Service/ Functions:	Strategic direction, leadership and management of allocated NFRS and Council functions relating to Fire and Rescue services and wider Directorate, particularly in relation to operational assurance, safer systems of work, training, fire control and mobilisation and support services.
Employees:	The postholder leads a range of services which provide specialist, professional, technical and advisory services to keep the population of Northumberland safe. The staff complement for the service is circa 310 FTE
Budget:	The postholder will work closely with colleagues across the Directorate to maximise use of resources. They will hold responsibility for managing a gross budget of circa £17m
Other Resources	As required to ensure that all day to day and transformational activity is undertaken to deliver resident focused and value for money services in line with the Council's Constitution, Vision and Corporate plan and as such meet statutory requirements and democratic processes in a manner that is transparent, efficient and effective. The postholder has responsibility for ensuring delivery of Fire and Rescue and Health and Safety arrangements which will need close cooperation and support from local, and regional partners.

JOB PURPOSE:

- In support of the Chief Fire Officer to lead, develop and manage services relating to the County's Fire and Rescue Service arrangements which deliver the Council's key corporate and partnership priorities that fall within the Directorate portfolio and in line with the corporate plan – a Council that works for everyone, to benefit the people of Northumberland.
- Enhance and develop quality relationships with internal and external partners to improve the value and impact of collaborative programmes and integrated service delivery for the benefit of our residents and communities.
- This post leads on a number of key activities which will ensure that all residents, partners and businesses are safe. This requires the postholder to provide operational and professional advice to the Chief Fire Officer, Chief Executive, colleagues, partners and members on all matters relating to Fire and Rescue delivery ensuring that all relevant processes, systems and legislative requirements are designed, developed and implemented effectively.
- On behalf of the Chief Fire Officer the postholder also holds lead responsibility for corporate health and safety and in this capacity will need to ensure that all services comply with legislative requirements as well as best practice. This responsibility covers the governance and design of corporate guidance, management of health and safety activities both outside and inside the organisation and will need to ensure that all colleagues understand their responsibilities as individuals and service providers and are able to undertake risk assessments and address risks in line with the corporate framework.
- A number of duties will require activities to take place with local, regional or national partners to maximise joint resources and apply best practice and the post holder will be a participant in shaping and delivering activities which make the best use of the capacity working alongside these partners.
- This postholder is expected to contribute to the national and regional networks within their remit which may involve leading some specific programmes and activities which enable all Fire and Rescue Services to learn from and apply best practice.
- As the strategic lead on operational effectiveness the postholder will have responsibility for ensuring there are robust arrangements and systems in place to mobilise, respond and manage emergency incidents throughout Northumberland, and in support of other FRS as and when necessary.
- The post leads on the service's training, assurance and safety with responsibility to provide assurance that personnel are properly trained to respond to incidents, undertake risk critical activity, effectively manage and command incidents and operate within safe systems of work.
- Lead the management and delivery of support services across Fire and Rescue activities which includes health and safety, fleet, procurement, risk critical

equipment, fire control operations, engineering services and stores.

- To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) and use of prioritisation to secure the delivery of public services across the locality and maximise the Council's role in finding ways of delivering services which provide best value for money.
- To support the Chief Fire Officer / Deputy Chief Fire Officer to ensure the Council is able to act proactively in respect of national policy changes to the services covered and advise the Chief Fire Officer, Chief Executive, Leader, relevant Cabinet Members, Senior Management Team and Council in order to uphold best practice as a consequence of timely and effective horizon scanning and analysis. This is essential to help the Council review and revise its plans and priorities whilst delivering the overall vision and priorities in keeping people safe.
- Lead by example and foster a culture, both within the Service and across the Council, which engages all staff, stakeholders and partners in the development and delivery of services which meet residents' needs and expectations.
- Ensure, as a senior strategic officer, that effective governance and assurance processes, including reviews and audits are applied in all activity under the postholders remit and responsibility as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

KEY FUNCTIONAL RESPONSIBILITIES:

1. In accordance with the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004 and Policing and Crime Act 2017 and all related primary or secondary legislation and or regulations, to effectively discharge all statutory and operational Gold Command responsibilities of the Chief Fire Officer and to be directly responsible for the management of all executive, administrative and operational matters.
2. Deliver rostered operational emergency response (Gold Command) cover on a 7-day, 24/7 continuous duty basis as part of the NFRS Principal Officer Group rota.
3. In support of the Council's Chief Executive and Chief Fire Officer advise on the overall approach to strategy and policy formulation and review for relating to Fire & Rescue Service, and Directorate services within their scope of responsibilities, ensuring that arrangements are in place to deliver services which meet community needs.
4. To advise the Chief Fire Officer, Fire Authority and Chief Executive on the overall approach to operational response and assurance relating to Fire and Rescue Services, ensuring that arrangements are in place to deliver services which meet communities needs and the risk profile of the county.
5. On behalf of the Chief Fire Officer, this post provides leadership of corporate health and safety plans and activities. This will require effective governance, frameworks and guidance to be in place across the organisation. The postholder will actively promote the requirement for all officers will be expected to take responsibility for health and safety and different services will need to undertake appropriate risk assessments to keep residents and staff safe but this needs to sit within a corporate framework which meets all legislative requirements and recognises local circumstances and risks.
6. Fully understand and uphold the Constitution, Scheme of delegation and Contract Procedure Rules of the Council and ensure they are followed across the service as well as in the resourcing and mobilisation of effort so that capacity is activities prioritised to enable services to be delivered as efficiently and effectively as possible.
7. Together with the Chief Fire Officer and Deputy Chief Fire Officer play a lead role in supporting Members of the Council, the Chief Fire Officer and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for change. This will involve providing specific advice in relation to the functions within the service and ensuring that the Council engages in a transparent and productive way with communities and other interested parties to demonstrate a strong commitment to co-design and delivery which is based on inclusiveness and an understanding of diversity and need across the local population
8. Manage well the interface between Elected Members and Officers, maintaining and

developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

9. Within the scope of their allocated responsibilities discharge all responsibilities of the Council and Fire and Authority as required by national legislation, regulation / policy and local guidance and standards.
10. Ensure the Council meets best practice standards relating to communication and engagement embedding an open culture of transparency, accountability and ownership which will help all services take responsibility for mistakes, put things right and learn lessons for future improvement.
11. Champion a coherent multi agency approach to service delivery and provide leadership, direction, and management of the team within the Directorate to ensure the delivery of the Council's priorities and provision of high-quality, cost-effective services based on community needs.
12. Participate and develop the Council's commitment to actively collaborate in major local, regional and national partnerships and networks to achieve, within the overall strategy, maximum benefit for the County and its communities. These partnerships will be essential to deliver sustainable growth and other front-line services that communities and residents need to keep them safe and healthy.
13. Lead development and application of initiatives and campaigns which support management and understanding of the Council's Fire and Rescue activities and reputation in relation to Fire and Safety services so that people are clear what to expect and how they can contribute.

PRINCIPAL ACCOUNTABILITIES

1. Service lead for the effective delivery of high performing and resilient operational community risk response services including fire control, operational fire stations and operational response personnel to ensure, as far as is possible, the service is well placed to act quickly and effectively to mitigate community risk and respond in a timely manner to incidents and emergency situations.
2. On behalf of the Chief Fire Officer lead fire support service functions so that resources can be focused on delivering the best possible front-line services with timely and effective processes and systems and support for staff to help them fulfill their roles to the best of their ability realigned as necessary
3. Ensure the Council's approach to Equality, Diversity and Inclusion is embedded in all plans delivered by the service to provide assurance that services are designed and delivered in a way that reflects difference and shows understanding of the population's circumstances and needs.
4. Provide leadership of corporate health and safety activities ensuring that the right

governance and activities are in place to meet legislative requirements and mitigate risks at corporate, service and individual level.

5. Provide advice to the Chief Fire Officer, Chief Executive, Colleagues, Council, Cabinet, all Members, and partners on matters that fall within the postholder's Directorate portfolio and are in line with the corporate plan which will ensure the Corporate Plan is delivered whilst supporting sustainable services and compliance with national legislation as well as local requirements.
6. Act as a role model and exemplar in achieving a people-centred, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximising the potential of the workforce to improve services.
7. Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the service to deliver successfully against the Council's ambitions and priorities bearing in mind statutory requirements as well as local frameworks, policies and procedures.
8. Actively demonstrate commitment and action to develop an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.
9. Lead and monitor the efficient and effective implementation of major programmes and initiatives that fall within the postholder's Directorate portfolio and in line with the corporate plan where the postholder is the Programme lead that are central to the achievement of the Council's objectives and the effective deployment of Council resources
10. Provide assurance that strategies and plans are in place to enable appropriate levels of financial and governance control are in place across the postholder's own area of responsibility and any other activities where they are the Lead Officer.
11. For areas that fall within the postholder's Directorate portfolio and in line with the corporate plan, scrutinise and advise on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to Fire and Rescue and the wider Directorate, and position the Council as a decisive and influential organisation to maximise all available assets in order to provide the best possible services to keep people safe.
12. Ensure equality, diversity and inclusion principles are embedded across all services. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured and diversity celebrated.
13. Represent and negotiate on behalf of the Council at local, regional, and national levels, promoting inter-organisation working across the region and country and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need to ensure appropriate measures are in place to protect the Council's reputation in making good decisions that make best use of public

resources and comply with legislative requirements.

14. Support the Chief Fire Officer in integrating Civil Contingencies and Emergency Planning into the services resilience planning and major incident response arrangements ensuring that plans and guidance within the service is up to date.

Special Conditions:

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

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PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners	
<ul style="list-style-type: none">• Work collaboratively across services and departments to deliver corporate excellence.• Work collaboratively with external partners to deliver excellent service.• Seek opportunities for partnership working at a local, regional, national level.• Clarify expectations, objectives and working arrangements of partnerships.• Contribute effectively to multi-partner projects.	
Serving our Community	
<ul style="list-style-type: none">• Promote the Community Plan.• Seek and act on feedback from the community.• Influence Service and Corporate plans to reflect community needs• Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community• Promote equality of opportunity in service delivery	
Working within the Political Arena	
<ul style="list-style-type: none">• Understand and actively support the role of Councillors.• Understand and actively support the democratic process within Northumberland Council.• Recognise the impact of Government and legislation on Council strategy and services.• Consult, support, and keep Councillors informed.	
Delivering Excellence	
<ul style="list-style-type: none">• Understand how corporate performance is measured.• Monitor and evaluate services in relation to objectives and performance indicators.• Establish a culture that embraces the agreed Vision and Values.• Be positive ambassadors for the organisation.• Contribute to strengthening corporate leadership capacity.• Identify opportunities where organisational performance could be improved.	
Focusing on the Future	
<ul style="list-style-type: none">• Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.• Lead the development and implementation of corporate policy at a strategic level.• Challenge what we do and how we do it.• Influence relevant national and regional organisations and partners.• Connect plans, policies, strategies, and services to provide consistent service delivery.• Generate innovative ideas.• Translate strategy into action.• Consider the implications of decisions across the Council and act in the overall interests of Council performance.	

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

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PART C: PERSON SPECIFICATION

DIRECTORATE:	Chief Executive
JOB TITLE:	Assistant Chief Fire Officer and Head of Community Risk and Response
GRADE:	Band 16

Qualifications/Professional Development
Educated to degree level or demonstrable experience which shows a consistent track record in delivering of Fire and Rescue services
Evidence of relevant up to date management training.
Evidence of recent relevant Continuous Professional Development to demonstrate up to date understanding of relevant legislation and professional standards
Validated evidence of meeting the Area Manager road map including operational experience in Silver Command
Qualified to Skills for Justice (SfJ) Strategic Incident Command Level 4 (ICL4)
Evidence of recent operation at LRF Strategic Coordination Group (SCG) level or equivalent
Experience, Knowledge, and Skills
Demonstrable experience of supporting system leadership in emergency situations e.g. Gold command arrangements.
Proven achievement of management success working in a large and complex organisation with comparable scope, responsibilities and remit.
Leading and setting the strategic direction of Health and Safety requirements and legislation which affects public services as a service provider and large employer
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence and being accountable for effective decisions and delivery within a challenging environment.
Experience of implementing performance frameworks and systems which support timely and effective scrutiny of performance in relation to services which are highly regulated and informed by national legislation and standards.
Experience of applying Strategies which maximise opportunities for people to communicate and engage with the Council, whether as residents, partner or other stakeholders.

Experience of working with diverse communities to maximise opportunities to maximise capacity at a local level in order to services which reflect different needs and experience and promote equality so that people feel valued and empowered to keep themselves and each other safe.
Evidence of personally leading within an organisational culture that models and embeds the practice of co-production and collaboration with people inside and outside the organisation.
Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment.
Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.
Highly developed ability to devise long term strategies which are relevant and adaptable bringing in new ideas based on best practice, innovation, and proven solutions.

Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.
Strong personal and professional integrity and credibility that establishes respect, trust, and confidence.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation
Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council

Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.

Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.