

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Group Manager (B)	<b>Director/Service/Sector</b> Northumberland Fire and Rescue Service	<b>Office Use</b>
<b>Band:</b> Group Manager (B)	<b>Workplace:</b> As directed by CFO	<b>JE ref:</b>
<b>Responsible to:</b> Assistant/Deputy Chief Fire Officer	<b>Date:</b> March 2024	<b>Lead &amp; Man Induction:</b>

**Job Purpose:**

To Make Northumberland Safer

To save life, reduce risk, provide humanitarian services and to protect the environment in the most competent manner.

This post is responsible for effectively leading and managing the personnel in their department in order to assist the service in achieving continuous improvement and the requirements of the Community Risk Management Plan and the County Council Corporate Plan. This will be done through the effective leadership and management of people along with effective utilisation and deployment of resources and management of any projects assigned.

**Duties and key result areas:**

**1. Lead, monitor and support people to resolve operational incidents**

- Review and determine incident status
- Assume responsibility and implement action to support those involved in the incident
- Debrief following resolution of incident

**2. Implement organisational strategy**

- Allocate roles and responsibilities for implementation of strategic plans
- Delegate and provide support to those who will undertake implementation
- Maintain effective working relationships with those who can assist with implementation of the strategic plan

**3. Implement and manage change in organisational activities**

- Identify opportunities for improvement in activities
- Evaluate proposed changes for benefits and disadvantages
- Plan the implementation of change in activities
- Agree the introduction of change
- Implement changes in activities

**4. Plan and implement activities to meet service delivery needs**

- Plan and allocate work activities to meet service delivery need
- Agree budgets and resources for work activities
- Implement and evaluate work plans to achieve objective
- Make recommendations for improvements to work activities

## **5. Determine effective use of physical and financial resources**

- Allocate resources to meet service delivery needs
- Make recommendations for expenditure
- Control expenditure against budgets

## **6. Select personnel for employment**

- Identify personnel requirements
- Select required personnel

## **7. Manage the performance of teams and individuals to achieve objectives**

- Allocate and delegate work to teams and individuals
- Agree objectives and work plans with teams and individuals
- Assess the performance of teams and individuals
- Provide feedback to teams and individuals on their performance
- Resolve performance issues with teams and individuals

## **8. Develop teams and individuals to enhance work-based performance**

- Identify the development needs of teams and individuals
- Plan the development of teams and individuals
- Develop teams to improve performance
- Deliver individual learning and support for development
- Evaluate the development of teams and individuals

## **9. Manage yourself to achieve work objectives`**

- Organise and structure personal work activities to achieve objectives
- Develop and continuously improve productive working relationships
- Implement personal development plan to continuously improve personal performance

## **10. Health & Safety (General Policy)**

By reference to current health & safety legislation and the Service's Health and Safety Policy to ensure that:

- A safe place of work is maintained by the establishment and continuance of health & safety inspections of premises and equipment;
- All accidents involving personnel and/or equipment are investigated and reported in line with prescribed principles all health & safety defects are reported as appropriate
- All health and safety defects are reported as appropriate
- Loss of operational equipment/personal equipment investigations
- Non-emergency accident/injury investigations

## **11. Equality & Diversity (General Policy)**

- To champion a sustainable improvement in equality practice at a corporate and departmental level
- To ensure a clear understanding, commitment to and responsibility for diversity and equality as detailed in the Service's Strategic Plan and Diversity and Equality Policy
- To ensure the positive promotion of diversity and equality throughout the Fire and Rescue Service particularly in terms of service delivery

- To be responsible for managing diversity and equality policies through leadership and a positive attitude to secure continuous improvement in organisational culture

**12. Safeguarding Children/Adults and Vulnerable Persons**

- To promote the application of the Service's Safeguarding Policies

**13. Environmental Strategy**

- To demonstrate and understanding and commitment to the County Councils Environment Strategy in relation to the environment and carbon reduction policies

**14. Display and Embed Service Values**

- People First
- Excellence
- Respect
- Resilience

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Transport requirements:  
Working patterns:  
Working conditions

To report to designated station for periods of duty  
Flexi Duty Officer Rota  
Grey Book Terms & Conditions

**Northumberland County Council  
PERSON SPECIFICATION**

<b>Post Title:</b> Group Manager (B)	<b>Director/Service/Sector:</b> NFRS	Ref:
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>Incident Command Level 2 - Intermediate Incident Command (SFJ - L4)</p> <p>IOSH Managing Safely</p> <p>A firm understanding of JESIP Knowledge and understanding of operational policies, practices and procedures for a wide range of emergency incidents associated with core skills</p> <p>Knowledge and understanding of National Operational Guidance</p> <p>An understanding of the structure, role and function of NFRS</p> <p>An understanding of and ability to utilise the Information and Communication Technology (ICT)</p> <p>An understanding of the role of the fire service in the context of a multi-cultural society.</p> <p>Knowledge and understanding of the statutory duties of a Fire &amp; Rescue Service</p> <p>Knowledge and understanding of the Service Values</p>	<p>Advanced Incident Command Qualification (SFJ - L6) *</p> <p>Coaching &amp; Mentoring Qualification*</p> <p>HR Qualification*</p> <p>Project Management Qualification*</p> <p>L7 qualifications (Chartered Managers Degree Apprenticeships) available to provide CPD opportunity – or ILM/CMI L7 NVQ in Leadership and Management*</p> <p>IFE qualifications*</p> <p>L5 Coaching*</p> <p>IQA Qualification*</p> <p>NEBOSH General Certificate*</p> <p>Project Management*</p> <p>Inclusion and Diversity</p> <p>Other relevant academic qualifications demonstrating a commitment to continuing personal and professional development</p> <p>*or a willingness to study for this if appointed</p>	
<b>Experience</b>		
<p>Experience as a Station Manager, attending and taking charge of a wide range of emergency incidents consistent with the role.</p> <p>Established record of successfully leading and managing people, including responding to and dealing with conflict and challenging inappropriate behaviour.</p> <p>Experience of working within a range of service areas Evidence of consistently projecting and promoting a confident, controlled and focussed attitude in highly challenging situations.</p>	<p>Experience of working within a range of service areas</p>	

<p>Experience of successfully interfacing with the public and other agencies, and promoting such relationships within the workforce</p> <p>Evidence of contribution to the implementation and development of policies and procedures at station level, including successful management of more than one station reference.</p>		
<p><b>Skills and competencies</b></p>		
<p>Understand the fire and rescue service's wider role and purpose</p> <p>An awareness of the fire and rescue service and a range of activities across prevention, protection and response</p> <p>An awareness of the importance of and a commitment to protecting our Environment</p> <p>Understand the involvement of the fire service in providing medical intervention and safeguarding</p> <p>The importance of maintaining physical and mental wellbeing</p> <p>Ability to forge relationships with people from different backgrounds and cultures</p> <p>Communicate effectively, through listening, writing, speaking and presenting information</p> <p>Ability to work methodically with attention to detail</p> <p>Have the sensitivity to deal with members of the public when they are injured, distressed, confused or being obstructive</p> <p>Proven experience of working effectively with others</p> <p>Celebrate difference and be adaptable to communicate with members of all communities across a variety of backgrounds and personal circumstances</p> <p>Ability to react appropriately under pressure and in difficult situations</p> <p>Take responsibility for the health, safety and welfare of themselves, colleagues, other emergency responders and members of the public</p> <p>Be prepared to continuously learn and develop</p> <p>Commitment to maintaining own health, physical and mental wellbeing and fitness</p> <p>Confidence to be adaptable and flexible to changing situations</p> <p>Demonstrate taking responsibility for effective performance</p>		

<p>Support the development and welfare of self and others</p> <p>Be able to embrace and promote the values of the organisation</p> <p>Demonstrate integrity, reliability and responsibility</p> <p>Be prepared to work with people in need and challenge inappropriate behaviour</p> <p>Be willing to work in an agile manner to deliver a 24/7 service</p> <p>Ability to carry out administration including the use of technology (eg. mobile communication and ICT systems)</p>		
<b>Physical, mental, emotional and environmental demands</b>		
<p>To work on the 'flexible duty' rota system</p> <p>Attend residential and none-residential training courses consistent with role</p> <p>Provide a standby/callout base at a location suitable to the Chief Fire Officer</p> <p>Represent Northumberland Fire and Rescue Service both in and out of normal working hours at functions as required</p> <p>Take on additional specialist roles</p>		
<b>Other</b>		
<p>Hold a current driving licence</p>		