



## THE ROLE

### Chief Fire Officer / Chief Executive

**Department:** Service Leadership

**Role Code:**

**Grade/Rank:** Chief Fire Officer

**Responsible to:** Fire Authority

**Responsible for:** Service Directors

#### **Job Purpose:**

Responsible to the Commissioner for making Essex communities safer by leading the direction and the provision of an efficient and effective management strategy that ensures service delivery of the key objectives of the Authority. Accountable for the provision of expert advice to members and other key stakeholders and local and national level. Accountability for delivering organisation change and development.

Accountable for provision of expert advice on Fire and Rescue in order to enable effective risk and regulatory services of the Essex County Fire and Rescue Authority including fire and rescue, emergency planning and business continuity planning. Ensure the Fire and Rescue Authority fulfils its statutory responsibilities and meets local need. To lead and develop the Authority's contribution to sustaining and delivering the multi-agency partnerships for safer communities, emergency planning and response and any related issues.

## **Main Duties and Responsibilities:**

1. Direct and lead the Service through change at a strategic level to ensure it successfully achieves its business objectives and accommodates the challenges facing the Authority, through the effective use of the resources available.
2. Lead and be accountable for the internal management of the Service, co-ordinating activities to deliver the Authority's objectives.
3. Lead and be accountable for planning, programme and performance management and quality assurance processes across the Service.
4. Champion the benefits of a safe, inclusive and diverse workplace to the business of the Authority. Ensure that the Service operates and promotes fair and open practices relating to employment and service delivery. Utilise the relevant legislation relating to equality, fairness to present the Service as an employer of choice.
5. Ensure effective management of budgets and the monitoring processes that ensure compliance with the relevant legislation and the constitutional requirements of the Authority. In conjunction with the Monitoring Officer and Section 151 Officer advise the Commissioner accordingly to ensure that standards of governance are maintained.
6. Proactively build and maintain collaborative relationships and partnerships. Build constructive relationships with staff representative organisations to develop and foster a positive industrial relations climate that facilitates change.
7. Assume the role of Principal Officer within a multi-agency Strategic Co-ordinating Group setting or as Chief Executive responsible for the strategic management of the Service during a major emergency.
8. Working with the Commissioner, make submissions to influence policy decisions that will affect people in Essex. Set the pace for the organisation; providing and actively promoting clear, consistent, highly visible leadership across the service to

build a culture of trust, high performance and continuous improvement. Lead, manage and develop a highly effective Service Leadership Team that works strategically, collaboratively, and promotes a corporate 'one team' approach.

9. Positively contribute to and champion a safe working environment; proportionately apply Health and Safety, Risk Management, Business Continuity and Safeguarding policies and procedures. Process personal data fairly and lawfully as identified within the Data Protection Act 1998.

## **Person Specification**

### **Essential Criteria**

<ul style="list-style-type: none"> <li>• A strong awareness of strategic/gold level incident command.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven experience of operating at senior management (Director) level within a large and complex organisation.</li> </ul>
<ul style="list-style-type: none"> <li>• To be able to operate as leader and member of the Service Leadership Team including an ability to contribute to policy development at a local, regional and national level.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven experience of managing change.</li> </ul>
<ul style="list-style-type: none"> <li>• An ability to plan, direct and evaluate performance in all areas of business activity.</li> </ul>
<ul style="list-style-type: none"> <li>• Possession of a thorough understanding of the political and economic context of the fire and rescue service terms of government, governance, stakeholders and the community.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to make clear decisions in a variety of circumstances.</li> </ul>
<ul style="list-style-type: none"> <li>• Proven experience of resource management including selecting personnel for required roles.</li> </ul>
<ul style="list-style-type: none"> <li>• Relevant postgraduate qualification or evidence of commensurate experience.</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence of continuous and professional development.</li> </ul>
<ul style="list-style-type: none"> <li>• Highly effective written communication skills including drafting and interpreting strategic plans, policies and reports.</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent communication skills, including media management and negotiation with internal and external agencies.</li> </ul>
<ul style="list-style-type: none"> <li>• Able to demonstrate a leadership and management style which is innovative and forward thinking.</li> </ul>
<ul style="list-style-type: none"> <li>• To be self-assured, confident, assertive and approachable.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to organise and prioritise work to meet strict deadlines whilst working under pressure and with limited resources.</li> </ul>
<ul style="list-style-type: none"> <li>• Able to travel as required and be able to stay away from home on occasions.</li> </ul>

<ul style="list-style-type: none"> <li>• A current full driving licence with the skills and aptitude for blue light response driving.</li> </ul>
<ul style="list-style-type: none"> <li>• To comply with the requirement for this post being deemed as politically restricted under the provisions of the Local Government and Housing Act 1989.</li> </ul>

## **Desirable Criteria**

<ul style="list-style-type: none"> <li>• Completed an Executive Leadership Programme (ELP) or relevant qualification or experience commensurate with the role.</li> </ul>
<ul style="list-style-type: none"> <li>• To currently be working at Brigade Manager level with proven experience of operational command to gold level incident command and ability to provide cover on the Duty Principal Officer Command rota.</li> </ul>

## **KNOWLEDGE**

- Educated to Post Graduate level in a relevant field.
- Knowledge of change programme systems and techniques to deliver transformation.
- Understanding and knowledge of working in a multi-agency environment.

## **SKILLS**

- Proven leadership and motivational skills, especially in the context of service transformation.
- Highly motivated and not easily discouraged, with resilience and tenacity.
- Personal and professional demeanour that commands credibility, confidence and respect.
- Able to engage effectively with a range of people and stakeholders at all levels.
- Financially astute able to manage budgets in all contexts.
- Excellent ability to deliver effective PR and media messages.
- An effective and balanced decision maker who leads by example.