

Job Description

# **Job Title:**

Assistant Chief Fire Officer

# **Responsible To:**

Chief Fire Officer

# **Responsible For:**

Service Delivery Directorate or Strategy and Planning Directorate

# **Grade:**

Brigade Manager, £135,727 – £141,897

# **Hours:**

Continuous Duty System

# **Location:**

Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH.

# **Other terms and conditions:**

* National Joint Council for Brigade Managers of Fire and Rescue Services (Gold Book)
* The appointment requires operational cover on a continuous duty basis.
* Provided Car.
* 3-month notice period.

# **Special Requirements of the Post**

* It is a requirement of the post that the post holder holds a current category ‘B’ (car) full driving licence.
* The appointment requires operational cover on a continuous duty basis. When the postholder is 1st call on the rota, the postholder is required to be in a place where they can get to Hutton Police HQ within 90 minutes whilst they are 1st call.
* The post is politically restricted under the Local Government and Housing Act 1989 (as amended) and as such the post holder will be subject to political restrictions.
* This role is subject to a Standard Check by the Disclosure and Barring Service.
* This role is subject to Security Clearance to Level SC.

# **Our Aim**

The intended result of all our efforts is to make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

# **Job Role**

The role of the Assistant Chief Fire Officer is to support, and deputise for when required, the Chief Fire Officer in providing strategic leadership to shape and direct the provision of Service within Lancashire Fire and Rescue Service, in terms of managing the overall coordination of activities of the Service and optimising the use of resources. To support the provision of professional advice to the Fire Authority on key business decisions, on how to discharge its statutory functions and the expectations outlined in the National Framework. To influence the direction of local, regional and national policy in support of the vision, aims and objectives of the Lancashire Combined Fire Authority. To provide Principal Officer cover for the Service and to act as Gold Commander where appropriate. To provide Line Management leadership and support to Departmental Heads within the designated Directorate.

# **Responsibilities**

* Deputise for and/or represent the Chief Fire Officer when requested or in their absence.
* Assume command as required to resolve emergency operational incidents within the National Incident Command System; provide strategic leadership and support to emergency fire service operations.
* Support the Chief Fire Officer in formulating key strategies and policies in consultation with key stakeholders, that guide and improve service delivery and reduce risk in the community, as a member of the Executive Board with direct responsibility for the strategic direction and development of the functions within the designated Directorate.
* Advise the Combined Fire Authority on the exercise of its functions relating to the Fire Service.
* Effectively implement the Combined Fire Authority policies through the Fire Service.
* Maintain close working relationships with the Combined Fire Authority, the Clerk to the Authority and the Treasurer.
* Support the direction and management of the Fire Service ensuring effective use of resources to meet the strategic aims and objectives of the Fire Authority as set out in the Authority’s [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/about/publications/community-risk-management-plan-2022-2027).
* Provide leadership advice and guidance to the senior management and staff of the Fire Service within a framework of organisational development, ensuring that the current and future needs of the Fire Authority are met.
* Keep under review the structure, responsibilities and organisation of the Fire Service and, from time to time, making such proposals as may be required for change.
* Represent the Service and the Authority at key events on a local, regional, national and, where appropriate, international level, promoting a positive image of the Service at all times.
* Promote the Service’s Core Values, champion the benefits of inclusion and diversity of the Authority, ensuring the Authority operates and promotes fair and open practices relating to employment and service delivery, in accordance with the relevant legislation relating to equality and fairness.
* Foster and develop the appropriate employee relations with the respective representative bodies and support appropriate policies to ensure compliance with standards of behaviour and codes of conduct.
* Select, lead and inspire teams and individuals within a framework of organisational development, ensuring that the current and future needs of the Fire Authority are met.
* Contribute to the creation of a positive organisational culture by engaging with the workforce, promoting a culture that supports effectively led, well trained, inclusive and highly performing people.
* In conjunction with the Leadership Team, develop, implement and monitor information management systems to meet statutory requirements and to provide effective information and communication technology.
* Support and engender a safety culture throughout the Service to ensure compliance with legal requirements and best practice.
* Demonstrate a commitment to personal development and actively participate in the appraisal process.
* Lead Safeguarding policy and practices within LFRS.
* Support the Service commitment to prevent pollution and minimise impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.

# **Employee Specification**

# **Essential Qualifications**

* Competent Area Manager
* Level 7 qualification appropriate to the post.
* Level 3 Incident Command

**Desirable Qualifications**

* Successful completion of Multi-Agency Gold Incident Command (MAGIC)
* Level 4 Incident Command.
* Successful completion of the Executive Leadership Programme or equivalent.

# **Experience**

* Experience at a strategic level of formulating and implementing corporate and operational policy and procedures within a Fire and Rescue Service.
* Experience of providing strategic leadership and direction to resolve large and complex incidents in an operational capacity.
* Experience of working in partnership, or of building and developing effective collaborative relationships with a range of partners and stakeholders.

# **Knowledge, Skills, and Abilities**

* Excellent political skills and a ability to work effectively with elected members in a politically sensitive environment on a range of operational and strategic issues.
* Knowledge of the national, regional and local political operating climate of the Fire and Rescue Service, within the context of the Government’s Fire Reform Programme and the HMICFRS Inspection regime.
* A knowledge and understanding of fire and rescue operations necessary to undertake the role of a strategic commander in critical situations of potentially regional, national and international significance.
* Ability to identify risk and think critically and objectively when considering options for resolving complex problems to minimise risk.
* Excellent communication skills, and the ability to communicate effectively with the media, and within the employee relations environment, verbally and in writing.
* A performance focus with the ability to deliver agreed outcomes and ensure excellent standards of performance.
* An ability to demonstrate inspirational leadership skills, and demonstrate high personal standards, levels of integrity.
* The ability to engage, mentor, develop and coach others.
* High levels of self-awareness, an ability to manage emotions, self-motivate and develop effective relationships.
* An ability to have authentic conversations and give developmental feedback.
* An ability to demonstrate empathy and make decisions consistently, fairly and firmly in accordance with Service policy and procedures.
* Self-reflective and able to demonstrate a commitment to continuous professional development and improvement.
* The ability to lead and apply health and safety as applicable to the job role.
* A commitment to inclusion, equality, and diversity and able to demonstrate a track record of actively promoting diversity.

# **Terms and Conditions**

# **Job Title:**

Assistant Chief Fire Officer

# **Responsible To:**

Chief Fire Officer

# **Grade:**

Brigade Manager, £135,727 – £141,897

# **Hours:**

Continuous Duty System

# **Location:**

Lancashire Fire and Rescue Service Headquarters, Garstang Road, Fulwood, Preston, PR2 3LH

# **Car Parking:**

Free Car Parking Facilities are available at Lancashire Fire and Rescue Service Headquarters.

# **Pension:**

Fire Fighters Pension Scheme

# **Annual Leave Entitlement:**

38 days leave per year

# **Other Terms and Conditions:**

* National Joint Council for Brigade Managers of Fire and Rescue Services.
* The appointment requires operational cover on a continuous duty basis.
* When the postholder is 1st call on the rota, the postholder is required to be in a place where they can get to Hutton Police HQ within 90 minutes whilst they are 1st call.
* The post is politically restricted under the Local Government and Housing Act 1989 (as amended) and as such the post holder will be subject to political restrictions.
* 3-month notice period.

# **Car Categorisation**

Provided Car.

# **Clearances:**

* Satisfactory references
* SC Security Clearance
* Standard Disclosure and Barring Service Check
* Occupational Health Assessment

It is unacceptance for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.