

# NORTH YORKSHIRE FIRE AND RESCUE SERVICE

## Role Profile

<b>Role Title</b>	<b>Chief Fire Officer/Chief Executive</b>	<b>Reporting To</b>	<b>Fire &amp; Rescue Authority</b>
<b>Role/Grade</b>	<b>Brigade Manager/Principal Officer</b>	<b>Designated Responsibilities</b>	<b>All aspects of operational management of the Service</b>
<b>Workplace</b>	<b>Service Headquarters</b>		
<b>Overall Purpose of Role</b>	<ul style="list-style-type: none"> <li>• To act as the <i>Principal Advisor</i> to the Fire Authority on all operational management issues</li> <li>• To provide strategic FRS operational command in respect of large / complex emergency incidents in accordance with the Service's policies and multi-agency protocols</li> <li>• To be accountable to the Fire Authority for the efficient and effective management, operation and performance of the Service</li> </ul>		

### PRIMARY FUNCTIONS:

- To maintain availability for strategic operational command purposes as required by the Gold Command rota and respond to operational incidents in line with Service policies
- To ensure efficient and effective management of the Service as Chair of the Corporate Management Board / Principal Officer group.
- In line with Service policies and operational priorities, to convene, attend (Chair as appropriate) Business Continuity Management Team (BCMT) meetings for the purpose of resolving any potential or actual strategic interruption to key Service functions.
- To meet the needs of the Authority's priorities and business objectives by ensuring the development, implementation and management of appropriate strategic plans, policies and procedures.
- Ensure the effective corporate governance of the Service through compliance with the Authority's local code of Corporate Governance, primary strategies / policies and relevant regulatory responsibilities.
- To ensure management systems are in place for the effective and efficient administration of :
  - Service resources and budgets
  - Quality of service delivery
  - The discharging of the Authority's legislative duties
  - Working relationships and partnerships with other emergency services and agencies that will enhance the performance of the Service
  - Staff competence, development, capacity and conduct
  - Health, safety and welfare of responsibilities
  - Equalities and workforce diversity
- Attain and maintain personal competence in respect of role map functions and any relevant / designated professional qualifications requirements.
- To act as a role model by providing effective/positive leadership at all times
- Act in accordance with Authority/Service policies, procedures and staff code of conduct
- To represent the Service on relevant forums, bodies and committees
- Ensure effective communications are maintained with key Service stakeholders through the provision of appropriate reports, consultation documents, general updates and publications.

**SECONDARY FUNCTIONS:**

*To be contactable by the Service via PDA/Pager in respect of Operational / Business Continuity Management Team responsibilities in accordance with the post specific Statement of Particulars.*

**Selection Criteria****Expertise In Role Required (At Selection – Level 1)**

Nationally Recognised Gold Command FRS Operational Qualification and a Relevant Executive Management Qualification / Accredited Prior Learning / Experience

**Development Plan****Expertise In Role - (After Development – Level 2)**

Maintenance of Competence in line with current National Qualification / Course Requirement. Specific qualifications / expertise identified as appropriate for the role by the Fire Authority.

**Personal Qualities And Attributes (PQA'S)****Strategic Manager****Personal Style**

- Champions diversity and embeds a fair and ethical approach within the organisation
- Drives and manages the change process, seeking opportunities to create and implement improved organisational effectiveness
- Consistently projects and promotes a confident, controlled and focused attitude

**Interpersonal Skills**

- Leads, involves and motivates others, creating and implementing strategies for influencing others both within the F&R service and in the community
- Communicates effectively both orally and in writing
- Committed and able to develop self, individuals and units to improve organisational effectiveness

**Working with Information**

- Gathers information in order to predict future requirements and make realistic decisions
- Maintains an active awareness of the environment to promote safe and effective working

**Organisational Effectiveness**

- Leads organisation and contributes to joint working to achieve excellence
- Creates and implements effective plans to deliver long-term organisational strategic objectives
- Anticipates and shapes the political environment from a strategic perspective.

**ROLEMAP****NOS**

Provide strategic advice and support to resolve operational incidents  
 Lead, monitor and support people to resolve operational incidents  
 Plan organisational strategy to meet agreed aims & objectives  
 Plan implementation of organisational strategy to meet objectives  
 Evaluate organisational performance against agreed measures  
 Lead organisational strategy through effective decision making  
 Select required personnel for employment  
 Manage the performance of teams and individuals to achieve objectives  
 Develop teams and individuals to enhance work based performance  
 Manage yourself to achieve work objectives  
 Exchange information to ensure effective service delivery

EFSM1  
 EFSM2  
 EFSM4  
 EFSM5  
 EFSM7  
 EFSM8  
 EFSM13  
 EFSM14  
 EFSM15  
 EFSM16  
 EFSM20

**Signatures**

Approved by: Chair of the Fire Authority \_\_\_\_\_ Date: \_\_\_\_\_

Agreed by: Postholder \_\_\_\_\_ Date: \_\_\_\_\_