



Derbyshire
Fire & Rescue Service
Making Derbyshire Safer

Derbyshire Fire & Rescue Service **Job Description**

Job Title:	Deputy Chief Fire Officer
Salary Grade:	BM02
Portfolio:	Service Delivery/Corporate
Department:	Strategic Leadership Team (SLT)
Responsible to:	Chief Fire Officer/Chief Executive (CFO/CE)
Responsible for:	Day to day management of the Service
Liaison with:	All internal employees and departments, plus a wide range of external stakeholders
Post Objective:	<p>To work with members of the Fire & Rescue Authority (FRA) and the CFO/CE to lead, plan and deliver the Authority's corporate and service priorities.</p> <p>As a Principal Officer of the Service, take the lead and overall management accountability for Service Delivery and Corporate Functions.</p> <p>As a member of the SLT, lead the formulation, improvement and achievement of Service policy and plans.</p> <p>As a member of the SLT, to be responsible for the management and direction of Derbyshire Fire & Rescue Service to ensure that the FRA fulfils its statutory and non-statutory obligations to the Community.</p>

The Core Values of DFRS are:

Leadership - We listen, develop and champion our people

Respect - We value the opinions of our people

Integrity - Our actions will always be well intended

Openness - We won't hide anything and will share our experiences and knowledge

Teamwork - We will achieve more together

Ambition - We will always do the best we can

NATIONAL CODE OF ETHICS



OUR VISION:
Making Derbyshire Safer Together

Responsibilities:

- 1 Act as a role model for leadership change; inspire people to behave in line with the Services Core Values and the Code of Ethics. Hold people and teams to account for their actions and behaviour.
- 2 Lead in an inclusive way, ensuring the Service's commitment to Equality, Diversity and Inclusion is promoted and upheld at all levels within the organisation.
- 3 Deputise for or represent the CFO/CE, as and when required. Including Charing SLT meetings.
- 4 Identify challenges, problems and risks, advise the CFO/CE and/or FRA, outlining the issue and presenting workable solutions or appropriation mitigation.
- 5 Direct the SLT in creating a compelling vision and setting strategy for the organisation to fulfil the statutory responsibilities of the FRA in meeting the needs of the community.
- 6 Assist the CFO/CE to identify, justify and secure the resources needed to address the financial challenges faced and discharge the strategic aims of the FRA in meeting the agreed objectives and goals of the Service.
- 7 Ensure the development of the FRAs strategic plans and prioritise their effective implementation, including active monitoring, review and revision, as required.
- 8 Ensure cognisance is paid to National Fire Standards and best practice and that these are considered and adopted as appropriate.
- 9 Maintain awareness of current and potential issues relevant to the business of the FRA, making recommendations for future policy development, enabling critical strategic decisions to be made to improve service delivery and organisational performance.
- 10 Attend meetings, prepare and present reports to the SLT, FRA, associated committees and task groups, providing professional advice and support to elected members, as required.
- 11 Communicate the corporate vision, objectives and priorities effectively to members of the workforce, strategic partners and key stakeholders.

- 12** Ensure appropriate standards of risk management planning are met, and statutory and community fire safety arrangements are in place and monitored.
- 13** Lead on business continuity planning and preparation in the event of industrial action, ensuring the FRAs ability to deliver statutory functions.
- 14** Actively contribute to effective strategic partnership working on a Local, Regional and National basis.
- 15** Utilise and drive a performance management framework to ensure the delivery of a customer focused service, which meets evolving needs and reduces risk to communities.
- 16** Lead on monitoring and evaluating the efficiency and effectiveness of both Service Delivery and Corporate functions. Directing action to ensure continuous improvement and effective value for money.
- 17** Oversee the Service's Community Risk Management Plan, including the delivery of all associated projects. Scrutinise, challenge and assure these, focusing on achieving deliverables and ensuring anticipated benefits are realised.
- 18** Develop a flexible, diverse workforce, ensuring size, shape, skills and behaviours are reviewed to provide appropriate capacity within Prevention, Protection and Response. Ensure sufficient capacity and skills to deliver service priorities, through effective workforce planning, recruitment and talent management.
- 19** Work with Government departments and appropriate organisations to aide decision making.
- 20** Provide strategic leadership and support to emergency fire and rescue service operations, attending operational incidents (gold and silver command) providing command, support and guidance as appropriate and in accordance with service policy.
- 21** Oversee the effective provision of emergency communications and mobilising to aid operational activities.
- 22** Direct consultation and negotiation with representative bodies, on behalf of the FRA and appoint appropriate Officers to lead this activity and seek optimal outcomes for communities.
- 23** Accountability for and to drive the Service commitment to Health and Safety, in accordance with the roles and responsibilities identified in the Health and Safety Policy, maintain a safe and productive working environment and proactive health and safety culture.
- 24** Champion Employee networks, ensuring a conduit to inform decision making is in place and support the CFO/CE with internal and external engagement activities.

- 25** Agree clear team and individual targets and carry out regular appraisals of managers within the span of control of the post to ensure that individual potential is maximised.
- 26** Ensure any conflicts and performance issues are managed and resolved in a timely manner.
- 27** Understand and comply with all policies, procedures and relevant legislation.
- 28** To undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the organisation in order to meet service priorities and business continuity requirements.

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change, and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Fire & Rescue Authority will expect this job description to be subject to revision.



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Person Specification

Post Title Deputy Chief Fire Officer

Scale BM02

Evidence Codes

AF – Application Form

JRT – Job Related Test

I - Interview

M – Medical

D – Documentation

R - Reference

Knowledge, skills and understanding	Essential	Desirable	Evidence
A clear understanding of the Authority's economic, legal, technological and environmental context in terms of government stakeholders and the Community.	✓		I
Thorough knowledge of the political and financial frameworks that the Fire & Rescue Service operates within.	✓		I
Comprehensive knowledge and understanding of the current and future challenges facing Fire & Rescue Services locally and nationally.	✓		I
Knowledge/experience of strategic change management techniques	✓		I
Effective written communication skills to be able to write complex policy and reports.	✓		AF/I
A clear understanding of the risk concept and how it can be applied within a pro-active safety culture.	✓		I/JRT
Effective public relations and media management skills.	✓		AF/I/JRT
Data protection/security of data.	✓		AF/I
Health and Safety issues relating to the duties of post.	✓		AF/I
Use a Microsoft Office products.	✓		AF/I

Personal Competencies/Attributes	Essential	Desirable	Evidence
Leading effectively as part of the SLT, building and maintaining supportive and collaborative relationships, based on trust, respect and honesty.	✓		AF/I/JRT
Commitment to undertaking and maintaining continuous professional and personal development.	✓		I

Effective verbal communication skills with the ability to communicate complex messages in a straightforward way.	✓		I/JRT
Demonstrates integrity and the positive promotion of inclusion within and organisation.	✓		I
Personal integrity and authenticity with the ability to demonstrate respect when dealing with people.	✓		I/R
Project and promote a controlled and focused attitude that shows confidence and personal resilience.	✓		I/JRT
Experience of dealing with politicians, elected members and representative bodies at a strategic management level.	✓		AF/I
Experience of leadership and management of business-critical issues at a strategic level.	✓		AF/I
Effective performance at a strategic level across a range of relevant service-related functions.	✓		AF/I/R
Experience of building successful teams and developing individuals to achieve objectives.	✓		AF/I
Successful management of a major project from inception to completion.	✓		AF/ I
The selection, interpretation and use of data and information to predict future requirements, make realistic decisions and have undertaken problem-solving at a strategic level.	✓		AF/I/JRT
Lead, drive and manage change within a complex organisation, to improve efficiency and or effectiveness.	✓		AF/I
Strategic/senior level financial management including prioritisation and resource allocation.	✓		AF/I/R
Experience of multi-agency working for example Local Resilience Forum and Civil Contingencies	✓		AF/I
Contribution to joint working at Local, Regional and National level to enhance value for money and effectiveness.	✓		AF/I
Developing effective working relationships with members and other stakeholders.	✓		AF/I/R
Planning and implementation of organisational/corporate strategy to meet agreed short and long terms aims and objectives.	✓		AF/I

Managing the performance of teams and individuals to achieve objectives.	✓		AF/I/R
Effective use of consultation and negotiation skills, within a highly unionised environment.	✓		AF/I
Experience of commanding complex operational incidents, and the ability to undertake Gold Command.	✓		AF/I

Qualifications	Essential	Desirable	Evidence
A degree qualification or above.	✓		D
Level 7 Award in Strategic Incident Command	✓		D
Multi-Agency Gold Incident Command (MAGIC) qualified.	✓		D

Inclusion and Equal Opportunities	Essential	Desirable	Evidence
Commitment to diversity, inclusion and integrity and can demonstrate the positive promotion of equality and diversity issues within an organisation	✓		AF/I
Personal integrity and authenticity with the ability to demonstrate respect when dealing with people.	✓		AF/I
Awareness of protocols required for dealing with protected characteristics covered by Equality Legislation.	✓		AF/I/R
Understanding of and commitment to Inclusion & Equality in the workplace.	✓		AF/I/R

Other Requirements	Essential	Desirable	Evidence
In order to deliver effective resilience, all DFRS Principal Officers (PO's), which includes the DCFO, are required to provide a continuous on call service. This requires continuous availability on a 'call escalation' basis.	✓		I
The post holder will be required to provide a standby 'out of hours' base within 60 minutes of DFRS HQ, Ripley.	✓		AF/I
The post holder will be required to regularly work/visit a range of locations within Derbyshire and outside the County both regionally and nationally.	✓		I
The post holder will also be required to work outside normal office hours, providing second call strategic cover within a Gold Command rota.	✓		I

Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate).	✓		M
Full valid UK driving licence (reasonable adjustments can be made under the Equality Act 2010 for those unable to hold a driving licence due to a disability / to prevent fraud and any illegal driving activities the applicant must satisfy a DriverCheck mandate	✓		AF/D
HM Government National Security Vetting-SC (Security Check) level.	✓		D
Satisfy Non Police Personnel Vetting (NPPV) Level 3.	✓		D
Enhanced Disclosure & Barring Service (DBS) clearance	✓		D
Demonstrate evidence of continuous professional development and competence	✓		I
Work outside office hours by prior agreement	✓		I

Note:

The postholder will have opportunities for Agile Working but will be based at Derbyshire Fire and Rescue Service Headquarters and must have or must attain vetting at the required level.