

## NORTHUMBERLAND COUNTY COUNCIL

### PART A: JOB DESCRIPTION

<b>DIRECTORATE:</b>	Chief Executive
<b>JOB TITLE:</b>	Chief Fire Officer and Director of Public Protection
<b>GRADE:</b>	Band 17
<b>JD REF:</b>	H232
<b>RESPONSIBLE TO:</b>	Council Chief Executive
<b>RESPONSIBLE FOR:</b>	Council Services within the directorate portfolio. These may change to reflect need and maximise capacity and resources across the Council.
<b>Service/ Functions:</b>	Strategic direction, leadership and management of Council functions relating to Fire and Rescue, Public Protection, Civil Contingencies and Corporate Health and Safety.
<b>Employees:</b>	<p>All employees within Fire and Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety teams. These comprise a mixture of technical experts, professional and advisory staff. The staff complement is 653.</p> <p>Some programme and project resource may be provided from time to time which will vary depending on activities and priorities within the Transformation programme and depending on delivery of overall priorities.</p>
<b>Budget:</b>	The postholder will work with colleagues across the Directorate and the Council to maximise resources. They hold direct responsibility for a budget of £41m.
<b>Other Resources</b>	As required to ensure that all day to day and transformational activity is undertaken to deliver resident focused and value for money services in line with the Council's Constitution, Vision and Corporate plan and as such meet statutory requirements and democratic processes in a manner that is transparent, efficient and effective. The postholder has responsibility for ensuring delivery of civil contingency, public protection and associated arrangements which will need close cooperation and support from local, regional and national partners in the event of an emergency.

**JOB PURPOSE:**

- To lead, steer, develop and manage services relating to the County's Fire and Rescue Service, public protection, civil contingency and corporate health and safety arrangements which contribute to the delivery of the Council's key corporate and partnership priorities that fall within the portfolio in line with the corporate plan – a Council that works for everyone, to benefit the people of Northumberland.
- This post leads on a number of key services which will ensure that all residents, partners and businesses are safe. This requires the postholder to provide strategic and professional advice to the Fire Authority, Chief Executive, senior colleagues and members on all matters relating to Fire and Rescue, civil contingencies, corporate health and safety and public protection services,
- Ensuring that all relevant directorate strategic plans, policies and legislative requirements are designed, developed and implemented effectively.
- Some duties will require activities to take place with local, regional or national partners to maximise joint resources and apply best practice. The post holder will be a lead participant in shaping and delivering activities which make the best use of the capacity working alongside these partners.
- The postholder is expected to participate and contribute to the National Fire Chiefs Council (NFCC) network and ensure that NFRS is fully aligned to national fire sector standards and best practice to better position the service for external inspection and audit by HMICFRS or others.
- As the strategic lead on civil contingencies and emergency planning the postholder will ensure that there are robust and effective arrangements in place to deal with incidents at different spatial levels. As part of this, regular training and refresher activities need to be in place in line with best practice.
- Public protection activities are also supported by a large suite of legislative and best practice standards and the postholder will be expected to ensure that these requirements are understood across the team and that plans and services are designed and delivered to address areas of risk in a proportional way.
- As strategic lead for Corporate Health and Safety ensure that there are robust and effective arrangements and structures in place to provide corporate assurance that strategic health and safety risks are effectively managed and mitigated.
- To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management ( people, finance and other assets) and use of prioritisation to secure the delivery of public services across the locality, and maximise the Council's role in finding ways of delivering services which provide best value for money.
- To lead on ensuring the Council is able to act proactively in respect of national policy changes to the services covered and advise the Chief Executive, Leader, relevant Cabinet Members, Senior Management Team and Council in order to

uphold best practice as a consequence of timely and effective horizon scanning and analysis. This is essential to help the Council review and revise its plans and priorities whilst delivering the overall vision and priorities in keeping people safe.

- Lead by example and foster a culture, both with the Directorate and across the Council, which engages all staff, stakeholders and partners in the development and delivery of services which meet residents' needs and expectations.
- Ensure, as a senior executive, that effective governance and assurance processes, including reviews and audits are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

#### **KEY FUNCTIONAL RESPONSIBILITIES:**

- In accordance with the Fire and Rescue Services Act 2004, Civil Contingencies Act 2004 and Policing and Crime Act 2017 and all related primary or secondary legislation and or regulations, to effectively discharge all statutory and operational Gold Command responsibilities of the Chief Fire Officer and to be directly responsible for the management of all executive, administrative and operational matters.
- Deliver rostered operational emergency response (Gold Command) cover on a 7-day, 24/7 continuous duty basis as part of the NFRS Principal Officer Group rota.
- In support of the Council's Chief Executive be the principal adviser on the overall approach to strategy and policy formulation and review relating to Fire and Rescue Services, civil contingencies, health and safety and public protection activities ensuring that arrangements are in place to deliver services which meet community needs.
- Fully understand and uphold the Constitution, Scheme of Delegation and Contract Procedure Rules of the Council and ensure they are followed across the organisation as well as in the consideration of strategy, policy and resourcing so that services can be delivered as efficiently and effectively as possible.
- On behalf of the Chief Executive, effectively discharge all responsibilities of the Council and Fire Authority in respect of Fire and Rescue Service, Public Protection, Civil Contingencies and Health and Safety as required by national regulation / policy and local guidance and standards, and ensure that effective performance management arrangements are in place to support prioritisation of activity so all effort is focused where there is greatest need to keep people safe.
- To strategically lead on Business Continuity Planning and related resilience matters for Northumberland County Council.
- Champion on the Directorate approach to equality, diversity and inclusion to ensure

ED&I is embedded in all strategies and plans devised by the service to provide assurance that services are designed and delivered in a way that reflects difference and shows understanding of the population's circumstances and needs

- Lead on the review and scrutiny of the actions, plans and policy of Central Government and other external agencies to determine their impact on services within the Directorate and the potential need to develop local policies or responses as a consequence.
- Play a lead role in supporting Members of the Council and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for change.
- Manage well the interface between Elected Members and Officers, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.
- Ensure the Council meets best practice standards relating to communication and engagement embedding an open culture of transparency, accountability and ownership which will help all services take responsibility for mistakes, put things right and learn lessons for future improvement.
- Champion a coherent multi agency approach to service delivery and provide leadership, direction, and management of the team within the Directorate to ensure the delivery of the Council's priorities and provision of high-quality, cost-effective services based on community needs.
- Participate and develop the Council's commitment to actively collaborate in major local, regional and national partnerships and networks to achieve, within the overall strategy, maximum benefit for the County and its communities. These partnerships will be essential to deliver sustainable growth and other front-line services that communities and residents need to keep them safe and healthy.
- Lead development and application of initiatives and campaigns which support management and understanding of the Council's activities and reputation so that people are clear what to expect and how they can contribute.

#### **PRINCIPAL ACCOUNTABILITIES**

1. Provide strategic management and professional advice to the Chief Executive as required on all matters of strategy and policy relating to Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety issues. Ensure that all relevant corporate and strategic plans, policies and statutory requirements are effectively developed and implemented.

2. Ensure the provision of timely and accurate advice and information to the Chief Executive, relevant political management, advice on the development and review of policies and strategies related to Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety issues. Ensure that these are integrated with Corporate, Directorate and Partner Agencies' strategies.
3. Act as a role model and exemplar in achieving a people-centred, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximising the potential of the workforce to improve services.
4. Lead the Directorate approach to equality, diversity and inclusion is embedded in all strategies and plans devised by the service to provide assurance that services are designed and delivered in a way that reflects difference and shows understanding of the population's circumstances and needs
5. Determine the most effective utilisation and deployment of resources (Human, Physical and Financial) within the Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety in order to implement the Council's priorities and statutory responsibilities within allocated budgets in an imaginative and innovative way.
6. Ensure the provision of robust mechanisms for establishing and monitoring the standard and effectiveness of Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety related strategies, policies, performance and practices.
7. Establish and maintain effective management and communication systems and processes within the Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety and, in conjunction with senior colleagues, ensure that employees at all levels are fully aware of their respective roles, functions and responsibilities and changes to legislation or Council policies.
8. Provide strategic leadership and direction to managers within the Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety so as to promote performance management systems and frameworks.
9. Promote the support and development of staff through appraisal, training and development programmes.
10. Promote and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations.
11. Establish and maintain a culture of continuous improvement across the Directorate with particular attention to ensuring NFRS are inspection ready for the ongoing HMICFRS assessment and other service delivery areas within the Directorate are prepared for their appropriate inspection and audit regimes.
12. Actively promote the role of the Council in relation to Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety activities and policies at local, regional and national level as appropriate.

13. Actively promote and maintain high standards of conduct and governance by providing support to relevant Committees and other bodies to ensure the best advice possible is contained in reports and recommendations as well as making sure decisions are made in the right forum as set out in the Policy Framework.
14. Ensure effective joint working and planning with all relevant external agencies, so as to maximise the Council's role, function and influence in relation to all aspects of Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety provision.
15. Represent and negotiate on behalf of the Council at local, regional, and national levels, promoting inter-organisation working across the region and country and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need to ensure appropriate measures are in place to protect the Council's reputation in making good decisions that make best use of public resources and comply with legislative requirements.
16. Participate as required in the corporate planning and management of the Council. Ensure full compliance with corporate policies and processes by management and staff within Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety and actively promote and encourage the adoption of Council policies and initiatives.
17. Promote good relations with all other Services of the Council with a view to achieving the most effective performance of its functions to achieve a co-ordinated approach to the development and provision of Fire & Rescue Service, Public Protection, Civil Contingencies and corporate Health and Safety.
18. Ensure that all duties and responsibilities are carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures.
19. Any other duties consistent with the nature, level and grade of the post.

**Special Conditions:**

This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

## **NORTHUMBERLAND COUNTY COUNCIL**

### **PART B: SENIOR MANAGERS CORE COMPETENCIES**

<b>Working with Partners</b>	
<ul style="list-style-type: none"><li>• Work collaboratively across services and departments to deliver corporate excellence.</li><li>• Work collaboratively with external partners to deliver excellent service.</li><li>• Seek opportunities for partnership working at a local, regional, national level.</li><li>• Clarify expectations, objectives and working arrangements of partnerships.</li><li>• Contribute effectively to multi-partner projects.</li></ul>	
<b>Serving our Community</b>	
<ul style="list-style-type: none"><li>• Promote the Community Plan.</li><li>• Seek and act on feedback from the community.</li><li>• Influence Service and Corporate plans to reflect community needs</li><li>• Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community</li><li>• Promote equality of opportunity in service delivery</li></ul>	
<b>Working within the Political Arena</b>	
<ul style="list-style-type: none"><li>• Understand and actively support the role of Councillors.</li><li>• Understand and actively support the democratic process within Northumberland Council.</li><li>• Recognise the impact of Government and legislation on Council strategy and services.</li><li>• Consult, support, and keep Councillors informed.</li></ul>	
<b>Delivering Excellence</b>	
<ul style="list-style-type: none"><li>• Understand how corporate performance is measured.</li><li>• Monitor and evaluate services in relation to objectives and performance indicators.</li><li>• Establish a culture that embraces the agreed Vision and Values.</li><li>• Be positive ambassadors for the organisation.</li><li>• Contribute to strengthening corporate leadership capacity.</li><li>• Identify opportunities where organisational performance could be improved.</li></ul>	
<b>Focusing on the Future</b>	
<ul style="list-style-type: none"><li>• Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.</li><li>• Lead the development and implementation of corporate policy at a strategic level.</li><li>• Challenge what we do and how we do it.</li><li>• Influence relevant national and regional organisations and partners.</li><li>• Connect plans, policies, strategies, and services to provide consistent service delivery.</li><li>• Generate innovative ideas.</li><li>• Translate strategy into action.</li><li>• Consider the implications of decisions across the Council and act in the overall interests of Council performance.</li></ul>	

**Building Shared Vision and Values**

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

**Strengthening Corporate Leadership Capacity**

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

**Promoting and Facilitating Change**

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.



## NORTHUMBERLAND COUNTY COUNCIL

### PART C: PERSON SPECIFICATION

<b>DIRECTORATE:</b>	Chief Executive
<b>JOB TITLE:</b>	Chief Fire Officer and Director of Public Protection
<b>GRADE:</b>	Band 17

<b>Qualifications/Professional Development</b>
Educated to degree level or demonstrable experience which shows a significant track record in delivering of services in the portfolios
Evidence of relevant up to date leadership and management training.
Evidence of recent relevant Continuous Professional Development to demonstrate up to date understanding of relevant legislation and professional standards
Evidence of meeting the NJC Brigade Manager role map including operational experience in Gold Command
Qualified to Skills for Justice (SfJ) Strategic Incident Command Level 4 (ICL4)
Evidence of recent operation at LRF Strategic Coordination Group (SCG) level or equivalent
<b>Experience, Knowledge, and Skills</b>
Demonstrable experience of operating as a strategic leader in emergency situations e.g. Gold command arrangements.
Proven achievement of leadership success working in a large and complex organisation with comparable scope, responsibilities and remit.
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence and being accountable for effective decisions and delivery within a challenging environment.
Experience of devising and implementing performance frameworks and systems which support timely and effective scrutiny of performance in relation to services which are highly regulated and informed by national legislation and standards.
Experience of devising Strategies which maximise opportunities for people to communicate and engage with the Council, whether as residents, partner or other stakeholders.
Significant experience of working with diverse communities to maximise opportunities to maximise capacity at a local level in order to deliver services which reflect different needs and experience and promote equality so that people feel valued and empowered to keep themselves and each other safe.

Evidence of personally leading within an organisational culture that models and embeds the practice of co-production and collaboration with people inside and outside the organisation.

Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment.

Evidence of using strong option appraisal, analytical skills, and innovation to achieve organisational success in an environment of reducing financial resources.

Highly developed ability to devise long term strategies which are relevant and adaptable bringing in new ideas based on best practice, innovation , and proven solutions.

Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.

Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.

Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.

Strong personal and professional integrity and credibility that establishes respect, trust, and confidence.

Demonstrate personal resilience and ability to thrive in challenging circumstances.

Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.

### **Motivation**

Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.

Fully committed to the principles and values underpinning the Council

Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.

Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.

