

DORSET AND WILTSHIRE FIRE AND RESCUE SERVICE
JOB DESCRIPTION: CHIEF FIRE OFFICER

Job Purpose

As the Head of Paid Service the Chief Fire Officer is responsible and accountable to the Dorset and Wiltshire Fire and Rescue Authority. The core purpose of this role is to act as the Principal Advisor to the Authority in order for it to provide an effective and efficient Fire and Rescue Service in accordance with all statutory, legal and other obligations.

The Chief Fire Officer is responsible for supporting members and working with stakeholders to develop and deliver the Authority's vision, priorities and objectives. In particular, the Chief Fire Officer will support and advise on key business decisions, Service strategy and organisational performance.

The Chief Fire Officer of the pioneering new Authority will establish a framework for management direction, style, culture and standards, being a champion of change, innovation and excellence. The role is responsible for providing strategic leadership, coordination and effective management of resources to ensure the highest standards of prevention and service delivery across Dorset and Wiltshire.

The post holder will perform operational command at Gold Strategic Command level and other emergency operational incidents as required.

Main Responsibilities

1. Ensure the provision of an effective, efficient and sustainable Fire and Rescue Service to the communities of Dorset and Wiltshire in accordance with the requirements of the Fire Authority and all statutory, legal and other responsibilities.
2. Work closely with the Fire Authority, promoting a relationship that encourages confidence and constructive challenge, ensuring that Members are reliably and timely informed of strategic issues affecting the Service.
3. Act as the Principal Adviser supporting Members to undertake their roles and make appropriate decisions working with political understanding, acknowledging the different political frameworks of each constituent authority.
4. Provide dynamic, visible leadership and strategic direction to achieve the Authority's vision of being safe, strong and sustainable by delivering differently to continually improve performance and to maximise all opportunities for further efficiencies.
5. Implement effective governance arrangements and ensure they are adhered to with underpinning robust policies, processes and procedures that demonstrate transparency, parity, scrutiny and challenge, accountability and public value.
6. Champion the process of cultural and service transformation and ensure the process of change and convergence of services is delivered effectively and, through collaboration with partners and agencies, and is continuously improved upon.
7. Lead development of strategic corporate plans and ensure that the Integrated Risk Management Plan and business planning frameworks and strategies are in line with best practice and are embedded, widely consulted upon and fully implemented.
8. Form, lead and inspire a highly effective senior management team to deliver corporate objectives by creating an improvement focused culture introducing new solutions and transforming ways of working optimising on the opportunities to work with others.

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9. Ensure that staff are well led, managed, engaged, motivated and performance orientated plus equipped with the required knowledge, skills, aptitude and attributes to deliver corporate plans including transforming and delivering services more effectively.
10. Instil confidence in all stakeholders, including the Local Authorities and other key agencies, by leading strategic partnerships to deliver new and innovative solutions to achieve improved outcomes and better levels of community safety and well being.
11. Direct and manage operations to ensure the Service achieves high operational standards, and resources are available to respond, within prescribed standards and legal requirements, to any emergency that might occur within the Authority area.
12. Manage the overall financial budget of the Authority and through the effective use of all resources develop and implement strategies to support corporate plans and respond to changes in internal and external demands.
13. Lead fundamental reviews to ensure efficiency, economy, effectiveness and a customer focus in service provision encouraging business thinking and adoption of appropriate commercial practices in order to deliver large scale savings.
14. Oversee the financial, risk, information and change management of the Service ensuring that effective plans are in place for all foreseeable challenges, both within the Service and as part of the Local Resilience Forums.
15. Monitor standards of service delivery and champion measurement of organisational performance against corporate targets and plans set by the Fire Authority ensuring evaluation requirements are addressed in terms of preparation and assessment.
16. Promote core values by leading and championing an inclusive, equality and diversity culture ensuring that policies are upheld plus legal and ethical obligations are met.
17. Take overall responsibility for and engender a safety culture throughout the Service to ensure compliance with Health and Safety requirements and best practice.
18. Develop strategies in response to new or amended national or European legislation or guidance and discharge the Authority's commitments to the National Framework Document and successive iterations of such centrally issued documents.
19. Foster and maintain high quality industrial relations with the respective bodies that represent the Service's employees and ensure appropriate policies exist to ensure compliance with standards of behaviour and codes of conduct from all staff.
20. Assume command as required to resolve emergency operational incidents at Gold Strategic Command level at local, regional and national level ensuring that procedures for communicating at operational incidents are robust.
21. Provide leadership and influence at national, regional and local level by strongly representing Dorset and Wiltshire Fire and Rescue Service.
22. Carry out any other activities which fall within the broad purpose and scope of the responsibilities of the role and which are commensurate with the grade of the post.

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