



DEPUTY CHIEF FIRE OFFICER
Greater Manchester Combined Authority

Role Profile

Job Title:	Deputy Chief Fire Officer	Date:	July 2021
Reporting Line:	Chief Fire Officer	Salary:	£134,164 - £143,108
Team:	Greater Manchester Fire and Rescue Service	Location:	GMFRS Headquarters

JOB PURPOSE

The overall purpose of this role is to support the Chief Fire Officer in providing strategic leadership to the Greater Manchester Fire and Rescue Service and our stakeholders delivering Mayoral ‘Fire’ priorities, in order to provide Greater Manchester with a modern, effective and inclusive fire and rescue service.

This is achieved via the following key areas;

- To continually improve performance by seeking innovative solutions to achieving efficiency and effectiveness.
- To create a positive, safe and supportive culture whereby we represent the diverse communities we serve; we have a resilient, inclusive and productive workforce. Create a culture where people can bring their whole self to work and where the values of Greater Manchester Fire and Rescue Service are fully embedded and visible in everything we do.
- To ensure the provision of an effective Prevention, Protection and Emergency Response service to the communities of Greater Manchester.
- To lead on workforce matters pertaining to the Fire function, ensuring that the employee experience for colleagues within Fire Service Delivery is optimised and that the Service has effective, resilient and sustainable workforce support and development plans in place.

KEY RELATIONSHIPS

- The Mayor and Deputy Mayor
- GMCA (a combined authority of the 10 GM districts)
- National Fire Chiefs Council (NFCC)
- GMCA Senior Management Team (SMT)
- GMFRS Executive Board (EB)
- Local Government Association
- Public Protection Leadership Team
- North West Regional Management Board of the Fire and Rescue Services
- Greater Manchester Police & North West Ambulance Service
- Trade Unions

KEY RESPONSIBILITIES

- To act as advisor to the Greater Manchester Combined Authority and relevant associated Fire Committees, and the Mayor to ensure the provision of professional advice in the decision-making process.
- To work closely with the Greater Manchester Combined Authority, promoting a relationship which encourages confidence and constructive challenge, for the purpose of saving, protecting and improving the quality of life of the people in Greater Manchester and achieving corporate aims.
- In the absence of the Chief Fire Officer to assume full responsibility for the efficiency and effectiveness of Greater Manchester Fire and Rescue Service.
- To support the Chief Fire Officer in leading and driving GMFRS' journey of modernisation, supporting the growing role of the prevention through working particularly closely with colleagues in social care, health and ambulance services and civil contingencies/resilience teams.
- To provide top level coaching and mentoring to senior management team members and direct reports to ensure their development and success.
- To model the Service's values and behaviours, promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing.
- To identify, develop and nurture talent and build capability and capacity within the organisation to deliver the Service goals and objectives.
- To support the Chief Fire Officer in providing strategic leadership and direction to the senior management team.
- To promote collaborative relationships with representative bodies to deliver new and innovative solutions to improve services and outcomes leading on employee relations with those relevant representative bodies within Fire Service Delivery.
- To hold overall leadership and accountability for inclusivity, equality and diversity legislation and priorities for the Service.
- To support the delivery of JESIP principles including participation in the GM Resilience Forum.
- In conjunction with Executive Leadership Team colleagues, shape the strategic direction of the Service in order to deliver the organisation's purpose and aims.
- As a member of the Executive Board, to ensure corporate policies are consistently adhered to across the organisation in line with legislation, the Service's Constitution and Scheme of Delegation.
- To ensure the effective management of resources in line with organisational priorities and in accordance with delegated authority and corporate governance arrangements.
- To take strategic command of complex or major operational incidents and represent the Service at Gold command level by providing strategic, professional advice and support on operational fire and rescue service policy and procedural matters.
- To establish, develop and maintain relationships with external stakeholders at Authority, local, national and international levels to deliver the corporate purpose and aims.
- To sponsor, lead or manage effective delivery of agreed key programmes or projects at local, regional or national level.

- To promote and engender a safety culture throughout the Service to ensure compliance with health and safety requirements and good practice.
- To work with colleagues to create a positive climate by engaging with the workforce to ensure they are motivated, effectively managed and led and trained to fulfil their roles to their best potential.
- To ensure compliance of colleagues and activities with all relevant legislation.
- To ensure effective Emergency and Business Continuity Plans are in place for the Service.
- To ensure the statutory enforcement responsibilities of the Fire & Rescue Service in Greater Manchester (in particular, the Regulatory Reform (Fire Safety) Order and relevant sections of petroleum and explosives legislation) are effectively and efficiently discharged.
- To establish and maintain effective partnerships with all relevant agencies and communities and ensure that the statutory obligations of the Service with regards partnership working (in particular the Local Government and Public Involvement in Health Act, the Crime and Disorder Act and the Civil Contingencies Act) are met through the development and implementation of effective and efficient strategies and policies.
- To ensure that all fires, and where appropriate other emergencies, in Greater Manchester are efficiently and effectively investigated and reported, liaising where necessary with other agencies including the Police, HSE and HM Coroner, and to ensure the learning outcomes from all fires are captured and analysed to inform future fire safety strategies and campaigns.

SKILLS AND BEHAVIOURS

“Leading the Service” level of Leadership against the [NFCC Leadership Framework](#)

Inclusive, values led leader:

- Values and role model’s inclusivity in their day-to-day behaviours, removes barriers to participation, uses diversity to benefit all
- Demonstrates high levels of respect, listens to others, shows dignity, consideration and empathy.
- Shows professionalism in role, demonstrating a positive attitude and commitment
- Is honest and committed to creating and maintaining an open, truthful environment. Which is fair and consistent.
- Strives for excellence, to develop to ensure our contributions make our FRS the best it can be.

Leading Strategic Change

- Thinks in the long terms, establishing a compelling vision based on Mayoral priorities, providing clear direction to the service.
- Instigates and delivers structural and cultural change, thinking beyond the constraints of current ways of working, prepared to make radical change when required.
- Identifies better ways to deliver value for money services that meet both local and national needs, encouraging creativity and innovation within the service and partner organisations.

Serving the Public

- Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests
- Ensures that all staff understand the expectations, changing needs and concerns of different communities and strives to address them
- Understands partners' perspectives and priorities, working co-operatively with them to develop future public services within budget constraints, always striving to deliver the best possible overall service to the public.

Leading the Workforce

- Translates vision into action by establishing clear strategies and ensuring effective structures are in place to deliver it
- Inspires people to meet challenging organisational goals, creating and maintaining momentum for change
- Creates enthusiasm and commitment throughout the service by rewarding good performance and tackling obstacles to effective performance
- Promotes learning and development by giving honest and constructive feedback and investing time in coaching and mentoring
- Defines what good performance looks like, highlighting good practice, managing the workforce and resources to deliver maximum value for money.

Decision Making

- Gathers and assimilates complex information quickly, weighing up alternatives and making sound, timely decisions which are clear, proportionate and justifiable.
- Identifies key issues clearly and the inter-relationships between different factors, asking incisive questions to test facts and assumptions to gain full understanding of the situation
- Considers the wider impact and implications of different options at a local and national level, assessing the costs, risks and benefits of each.

Working with Others

- Builds effective working relationships through clear communication, consultation and a collaborative approach
- Negotiates effectively with local and national bodies, representing interests of the service and the organisation.
- Influences persuasively, setting out benefits of a particular approach and strives to reach mutually beneficial solutions.
- Treats people with respect and dignity regardless of their background and circumstances, promoting equality and eliminating discrimination.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE

Qualifications:

- Relevant degree or equivalent professional qualification.
- Member of a suitable, relevant professional body (e.g. IFE).
- Relevant leadership qualification/programme evidence.
- Relevant accreditation (e.g. MAGIC/ICL4) to be qualified to take responsibility for strategic (gold) command during a major incident or civil emergency.

Knowledge and Experience:

- Operational experience is necessary as is proven experience of commanding operational incidents. You will have previous experience within a Fire and Rescue Service at Assistant Chief Fire Officer level or higher.
- Knowledge & understanding of the corporate requirements of a public service, including legal, budgets, environmental and health & safety responsibilities.
- Experience of developing and maintaining effective cross sector collaborative partnerships.
- In depth knowledge of democratic governance and decision-making, understanding of democratic and Member processes.
- Knowledge and understanding of operational command, including multi-agency partnerships, at strategic level.
- Significant experience of interacting with Members and other politicians.
- Experience of Command of emergency situations at strategic levels and at Gold level (multi agency).
- Knowledge of the Integrated Risk Management planning process, including risk assessment principles.
- Extensive experience of Trade Union engagement (negotiating and consulting).

Other requirements:

- Requirement to travel locally, nationally and internationally as the role requires
- A current full, clean driving licence with no pending issues
- Willing to work extended and flexible hours as a member of the Principal Officers Rota to support the Incident Command System Rota.
- Due to the nature of the Principal Officer Duty Rota, GMCA require all Principal Officers to provide operational cover in line with current service policy, including responding to incidents as required.
- Will be required to have security vetting and enhanced DBS clearance.

This post is a politically restricted post, as defined by the Local Government and Housing Act 1989 (as amended by Section 30 of the Local Democracy, Economic Development and Construction Act 2009) on one of the following grounds:

- the post is that of a Chief Officer or Deputy Chief Officer or
- the post has delegated powers to discharge the functions of the Authority; or

the duties associated with the post include giving advice on a regular basis to the Authority, to Committees or Sub-Committees of the Authority (including member panels, Sub-Committees etc.) or to joint committees on which the Authority is represented or give advice to Executive Members, Committees or speak to the media.

Corporate Duties - Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

- Safeguard at all times confidentiality of information relating to staff and pensioners.
- Refrain from smoking in any areas of Service premises.
- Behave in a manner that ensures the security of property and resources.
- Abide by all relevant organisational Policies and Procedures.

Records Management/ Data Protection - As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security - As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality - All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

Health and Safety - All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service's undertakings.

Service Policies - All GMCA employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities - GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their back