

**TYNE AND WEAR FIRE AND RESCUE SERVICE
JOB DESCRIPTION**

ROLE: **ASSISTANT CHIEF FIRE OFFICER (BRIGADE MANAGER)**

RESPONSIBLE TO: **CHIEF FIRE OFFICER**

MAIN PURPOSE OF JOB: Within the general policy of the Chief Fire Officer, to ensure that the Authority and the Service discharges all of its functions in relation to statutory and other requirements with regard to Strategic Planning, Corporate Support and Communications; To assume command of the Service in the absence of the Chief Fire Officer; To be responsible for all Service activities and to ensure the efficient operation of the Service with particular reference to strategic planning, corporate support and communications.

1 MAIN DUTIES AND RESPONSIBILITIES

- 1.1 To drive the delivery of the Authority's Strategic and Integrated Risk Management Plans, through improved community safety and effective use of fire and rescue resources by:-
- reducing the number of fire and other emergency incidents occurring
 - reducing the loss of life in fire and other emergency incidents
 - reducing the number and severity of injuries occurring in fire and other emergencies
 - reducing the commercial, economic and social impact of fire and other emergency incidents
 - safeguarding the environment and heritage (both built and natural), and
 - providing the community with value for money
 - ensuring the effective and efficient provision of resources by actively seeking efficiencies
- 1.2 To support the Chief Fire Officer as directed.
- 1.3 To formulate, discharge and review all elements of Service Policy.
- 1.4 To provide visible leadership in respect of fulfilling the Authority's strategic aims.
- 1.5 To be responsible for the preparation, management and monitoring of the Authority's capital and revenue budgets.
- 1.6 To act as a member of the Executive Leadership Team, and be responsible for the production of reports to the Team in respect of Strategy, Finance and Performance.

- 1.7 To ensure, in conjunction with the Chief Fire Officer, that the Service is operationally efficient in accordance with the statutory requirements and that the levels of service provision are kept under regular review.
- 1.8 To be responsible for ensuring the Service meets all its statutory obligations in terms of Strategic Planning, IRMP and Performance.
- 1.9 To be responsible for the implementation, monitoring and review measures to ensure that the level of Strategic Planning, IRMP and Performance.
- 1.10 To ensure that the Service has the appropriate resources available in order to meet its Strategic Planning, IRMP and Performance.
- 1.11 To be responsible for the implementation, monitoring and review of policies in relation to Strategic Planning, IRMP and Performance.
- 1.12 To ensure that liaison exists with the relevant Officers to establish appropriate learning and development programmes for all personnel to enable the maintenance of standards for Strategic Planning, IRMP and Performance are maintained.
- 1.13 To ensure that adequate liaison arrangements are made with local authorities and other organisations.
- 1.14 To be responsible for the establishment of systems to ensure that all appropriate statistics are collated, documented and available for inspection as and when required.
- 1.15 When nominated to assume command of the Service in the absence of the Chief Fire Officer.
- 1.16 To be available on continuous duty as directed and to provide Operational Command cover in accordance with an agreed flexible duty system.
- 1.17 To take command of operational incidents in accordance with the policies of the Fire Authority.
- 1.18 To have responsibility for the preparation and co-ordination of reports for the Tyne and Wear Fire and Rescue Authority, on all matters relating to the management of the Service, Strategy and Performance.
- 1.19 To advise the Chief Fire Officer and prepare comments as appropriate on all items affecting matters within the Authority with particular reference to strategy and performance.
- 1.20 To ensure that safe systems of work are in place to secure the health and safety of all staff and the general public, in accordance with Fire Authority policies.
- 1.21 To form part of the Joint Negotiating Committee with the representative bodies.
- 1.22 To ensure compliance with the Data protection Act and ensure that data security is maintained

- 1.23 To regularly review existing practices and procedures and plan for projected exigencies in terms of the development of policies and resources.
- 1.24 To liaise and co-ordinate with all senior Service personnel and those within other Services and organisations on matters affecting the Service.
- 1.25 To ensure the implementation of Service orders and instructions within the Service.
- 1.26 Any other such duties as may be decided by the Chief Fire Officer. Once in post, other job references will be discussed and decided upon.

2 LIMITS OF AUTHORITY

- 2.1 The Assistant Chief Fire Officer is directly responsible to the Chief Fire Officer and will implement any instructions issued by him/her necessary to achieve the Authority's objectives.
- 2.2 The Assistant Chief Fire Officer will be required to report to the Authority and its committees as necessary in order to discharge the professional duties and responsibilities set out in this job description.

3 HEALTH, SAFETY AND WELFARE

- 3.1 With reference to the Health and Safety at Work Act 1974 (and additional relevant statutory provisions made under it), to be ensure the implementation of the Authority's Health and Safety policy and the Health and Safety requirements contained within the Authority's Strategic and other Plans.
- 3.2 To assist in delivering a safe, healthy and productive environment for all staff to increase attendance levels and service quality.
- 3.3 To ensure a continuously improving Health and Safety culture, which addresses effective issues of risk assessment, risk reduction and accident investigation.
- 3.4 To promote a positive Health and Safety attitude in all staff.
- 3.5 To continually monitor the health and welfare of all staff whilst at work, taking responsibility as appropriate, for the Authority's absence monitoring policy.

4 DIVERSITY AND EQUALITY

- 4.1 To drive a sustainable improvement in equality practice at a corporate and departmental level.
- 4.2 To ensure a clear understanding, commitment to and responsibility for fairness and equality as detailed in the Authority's Strategic Plan and Equality and Diversity Policy.

- 4.3 To ensure the positive promotion of equality and fairness throughout the Fire and Rescue Service particularly in terms of service delivery.
- 4.4 To be responsible for managing fairness and equality policies through leadership and a positive attitude to secure continuous improvement in organisational culture.