

## Job Description

<b>Post Title:</b>	Chief Fire & Rescue Officer, Chief Executive (Incorporating Head of Paid Service)		
<b>Location:</b>	Headquarters, 12 Geoff Monk Way, Birstall, Leicester LE43BU		
<b>Grade:</b>		<b>Date:</b>	10 August 2014

<b>Responsible To:</b>	Leicester, Leicestershire and Rutland Combined Fire Authority
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<b>Liaison With:</b>	N/A
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### Purpose of Job:

The Chief Fire & Rescue Officer will be the head of paid Service and will act as the Chief Executive Officer to the Combined Fire Authority. He/she will be responsible for discharging, on behalf of the authority, the requirements placed upon it by the Fire Services Acts 1947, 1959, and 2004 and other appropriate legislation, as determined by the Fire Authority.

To be a director of Forge Health Ltd, the Combined Fire Authority's trading company for occupational health services.

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## **Main Activities, Duties and Responsibilities:**

1. To attend and take command of operational incidents and/or Gold Command operations appropriate to the post.
2. The ability to engage in the operational remit of the Fire and Rescue Service and to provide operational cover.
3. Advising the Authority in relation to the provision of resources in order that it may effectively carry out all of its statutory duties, and the formulation of policy proposals and options in respect of these matters, for consideration by the Combined Fire Authority.
4. Working with the Treasurer to the Fire Authority. Preparation of budgets and ensuring that the Authority's policies in relation to budgetary provision and control, acquisition and disposal of goods and the engagement of services and contractors are fully complied with, as laid down in the Authority's Standing Orders and Regulations.
5. Ensure the effective workforce planning establishment control.
6. To ensure effective compliance with all statutory duties applicable to the service.
7. Ensure the effective use of Fire and Rescue Services' staff and equipment for non-firefighting purposes of a humanitarian nature or for general public good.
8. The appointment and promotion of personnel, both operational and non-operational, in accordance with legislation and the policies of the Authority, and for the issue of contracts of employment.
9. Responsible for the health, safety and welfare of all members of the Service both operational and non-operational and the responsibilities of the Fire and Rescue Service in relation to Health and Safety legislation.
10. To ensure that appropriate policies exist to ensure compliance with the standards of behaviour and discipline expected from all personnel. In addition, to ensure a duty of care is exercised to all personnel to maintain morale and comply with employment good practice.
11. Developing Service Policy in a manner that responds to changing demands through developing and maintaining an effective Senior Management Team.
12. Providing effective management structures and processes (Communications, Planning Structure etc.) to ensure key service aims and objectives are progressed as planned, monitored and reviewed as necessary.
13. Ensure effective mechanisms exist for discussion and negotiation with recognised employee representatives as appropriate on matters affecting the Service and its personnel.
14. All matters associated with the media and the maintenance of public relations.

15. To be a director of Forge Health Ltd, the Combined Fire Authority's trading company for occupational health services.
16. Ensure effective liaison with all tiers of local government and blue light services on matters relative to the Fire and Rescue Service.
17. The creation of a culture of continuous improvement and effective performance management.
18. Ensuring the integrity and ethical behaviour of the fire and rescue service in relation to the democratic governance processes.
19. To ensure conformity with Leicestershire Fire and Rescue Service's Equality and Diversity policies with regards to all personnel within the Service.

**Special Features:**

Available to provide strategic operational cover, as required by the Combined Fire Authority.

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 Authority will expect this job description to be subject to revision.

**Signature of Postholder** \_\_\_\_\_ **Date** \_\_\_\_\_

## Additional Information for Job Evaluation

<b>BUDGETS DIRECTLY RESPONSIBLE FOR:</b>	<b>Total Fire Authority Annual budget</b>
<b>BUDGETS INDIRECTLY RESPONSIBLE FOR:</b>	<b>As above</b>
<b>NUMBER OF EMPLOYEES RESPONSIBLE FOR:</b>	<b>All LFRS Employees</b>
<b>QUALIFICATIONS AND EXPERIENCE REQUIRED:</b>	<b>See Person Specification</b>