

# WEST MIDLANDS FIRE SERVICE

## WEST MIDLANDS FIRE AND RESCUE AUTHORITY

### JOB DESCRIPTION

**DEPARTMENT** Principal Officers

**SECTION**

**JOB REF.**

**JOB TITLE**

**GRADE**

**DATE**

Deputy Chief Fire Officer

DCFO

October 2011

### **JOB PURPOSE**

To take executive responsibility for such references as may be allocated by the Chief Fire Officer and to contribute to the direction and corporate management of the Organisation and to deputise for the Chief Fire Officer when required.

### **MAIN DUTIES AND RESPONSIBILITIES**

- (a) To support the Chief Fire Officer in advising West Midlands Fire and Rescue Authority, its committees and elected members, on the discharge of statutory responsibilities in the provision of an efficient and effective Fire Service.
- (b) To be responsible for the formulation, presentation and monitoring of policy matters as designated by the Chief Fire Officer. To be capable of assuming executive responsibility for any corporate function in order to provide the Organisation with optimum flexibility.
- (c) To assist the Chief Fire Officer in providing strategic direction and leadership to the organisation in pursuit of being a modern, flexible and influential Fire Service.
- (d) To have corporate responsibility for the preparation, implementation, monitoring and review of the Fire Authority's strategic management and corporate planning processes.
- (e) To have corporate responsibility for the efficient day to day running of the Organisation.
- (f) To have corporate responsibility that the Organisation provides a flexible and integrated strategy for service delivery and to be responsible for the effectiveness of the Organisation's operational preparedness and its performance.

- (g) To ensure that the Organisation provides an equitable level of service provision to all members of the community and that the organisation operates within a culture which embraces fairness and equality.
- (h) To ensure that the Organisation operates within a safety culture to fully meet health and safety expectations and requirements.
- (i) To ensure the efficient use of resources and to achieve continuous improvement in service provision through Best Value.
- (j) To liaise and collaborate, as appropriate, with other organisations, including the metropolitan districts, other emergency services and other Fire Services and to represent and promote the work of the Authority as required.
- (l) To represent the Chief Fire Officer at ceremonial and civic events as may be required from time to time.
- (m) As a member of the Corporate Board of West Midlands Fire Service to contribute to the strategic direction and corporate leadership of the Organisation.
- (n) To attend and take command of operational incidents as appropriate.
- (o) To undertake such other duties commensurate with the grade of the post as may be required.

## **QUALIFICATIONS/EXPERIENCE**

See Person Specification.

## **SUPERVISORY RESPONSIBILITY**

Direct line management responsibility for some or all of the Directors within the organisation.

## **SUPERVISION RECEIVED**

Chief Fire Officer.

## **CONTACTS**

Elected Members. All levels of uniformed and non-uniformed employees. Members of the public. All levels of employees and political representatives of other Authorities, Fire Services, Government Departments and outside bodies. Managing Directors, Chief Executives and other decision makers of commercial and industrial companies. Local, regional and national trade union officials.

## **SPECIAL CONDITIONS (if applicable)**

Essential Car User/Car Leasing Scheme.  
Continuous Duty System.

This is a politically restricted post under the Local Government and Housing Act 1989.

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**This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. In addition, members of staff are liable to serve at any of the Fire Service's places of employment as may be required.**

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For internal use only:	Initial	Date
Date		October 2011
Checked JE		
Checked Personnel		

Post No.	DCFO
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Version No.	



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## PERSON SPECIFICATION

<b>DEPARTMENT</b>	Principal Officers	<b>SECTION</b>	
<b><u>JOB REF.</u></b>	<b><u>JOB TITLE</u></b>	<b><u>GRADE</u></b>	<b><u>DATE</u></b>
	Deputy Chief Fire Officer	DCFO	October 2011

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>1. QUALIFICATIONS</b>	Relevant management qualification e.g. MBA or equivalent.	Membership of the IFE.	CV.
<b>2. EXPERIENCE</b>	<p>Proven relevant leadership experience.</p> <p>A track record of delivering strategic change and improved performance in a large organisation.</p> <p>Political awareness.</p> <p>Understanding of environmental issues affecting the Fire Service.</p> <p>Understanding of risk management issues facing the Fire Service, including Integrated Risk Management.</p>	Experience of working in urban multi-cultural areas. Experience at senior managerial level in the leadership of several specialist departments, e.g. Human Resources, Technical Services, Operational Support, Finance and Administration.	<p>CV.</p> <p>References.</p> <p>Interview.</p>
<b>3. TRAINING</b>	<p>Successful completion of an executive leadership programme.</p> <p>Operational command.</p> <p>Dealing with the media.</p> <p>Implementing equality and diversity.</p>	People management procedures.	CV.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>4. SPECIAL KNOWLEDGE</b>	<p>An understanding of national trends and developments within the Fire Service.</p> <p>Understanding of the issues underlying recent national fire service related reports.</p> <p>Political awareness.</p>	<p>Awareness of international Fire Service developments and best practice. In depth knowledge of the policy concerns of the major national political parties insofar as they potentially affect the Fire Service and its future development.</p>	<p>CV.</p> <p>Interview.</p> <p>Presentation.</p>
<b>5. DISPOSITION</b>	<p>Inclusive, consultative management style, allied to decisiveness and firmness of purpose. Self-motivated. Prepared to take responsibility and make decisions on major issues affecting the service. Customer orientated.</p> <p>Able and prepared to lead by example.</p>		<p>Interview.</p> <p>References.</p> <p>Personality profile.</p>
<b>6. PRACTICAL AND INTELLECTUAL SKILLS</b>	<p>Ability to analyse legislation, case law decisions and other external forces upon the organisation and to translate the implications of these into policy at the local level. Able to analyse and interpret complex data and to write reports on major change issues. Highly developed leadership skills. Excellent communication and interpersonal skills. Able to plan and meet deadlines.</p>	<p>Familiar with and able to use the standard Information and Communications Technology packages, e.g. spreadsheets, email, PowerPoint or similar.</p>	<p>Interview.</p> <p>References.</p> <p>Presentations.</p> <p>Ability tests.</p>

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
7. <b>LEGAL REQUIREMENTS</b>	<p>Politically restricted post under the Local Government and Housing Act 2009.</p> <p>Compliance with the Fire Authority's policy on the membership of external organisations</p>		

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