

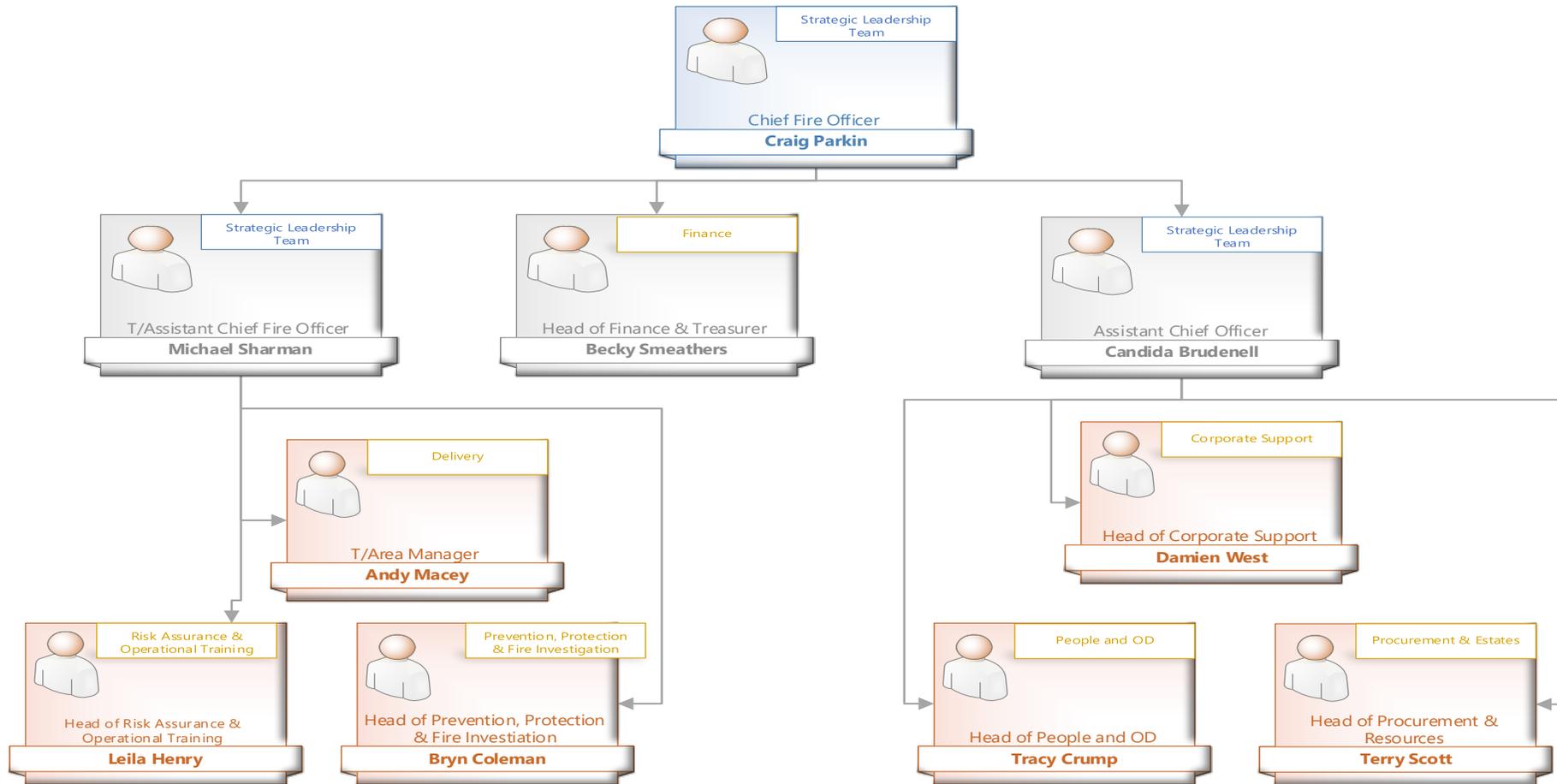


NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Senior Officer Salaries 2022-23



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Strategic Leadership Team 2022-23

Publication of senior officer salary information

The following information relates to members of the Nottinghamshire Fire & Rescue Strategic Management Team. This incorporates the following roles:

- Chief Fire Officer
- Assistant Chief Fire Officer
- Temporary Assistant Chief Fire Officer

The following table sets out information about the above roles:

Name	Job Title	Service area	Average Weekly Hours	Pay Range £000
Mr Craig Parkin *	Chief Fire Officer	Head of Paid Service	42*	£145-150
Ms Candida Brudenell*	Assistant Chief Fire Officer	Strategic Director for Corporate Support	42*	£120-125
Mr Michael Sharman*	Temporary Assistant Chief Fire Officer	Strategic Director for Service Delivery and People & OD, Risk, Assurance and Operational Training.	42*	£105-110

This information is provided in line with the Code of Recommended Practice for Local Authorities on Data Transparency (2013).

*As from 16th April 2022

Officers marked with an asterix provide continuous operational cover outside of their normal working arrangements on a rota basis.

Chief Fire Officer

The Chief Fire Officer has a duty, on behalf of the Nottinghamshire and City of Nottingham Combined Fire Authority, to

- Advise and support the Nottinghamshire and City of Nottingham Fire Authority in ensuring that it achieves its strategic aims and plans of the Fire Authority for the protection of communities and people it services
- Be responsible for discharging, on behalf of the Fire 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 ensure, in association with the Treasurer and the Clerk to the Authority, that the financial and formal administrative affairs of the Authority are properly carried out within the terms of the Authority's Financial Regulations and Standing Orders and any appropriate legislation.

Strategic Directors

The Strategic Directors have budgetary and staffing responsibilities for the following areas. Job descriptions are attached as appendices:

- **Strategic Director for People, Organisational Development / Service Delivery & Risk, Assurance and Operational Training (and Temporary Assistant Chief Fire Officer)**
 - Emergency Call Handling and Mobilising
 - Operational response
 - Fire Prevention and Community safety
 - Fire Protection
 - Fire Investigation
 - Learning & Development
 - Risk and Operational Assurance
 - Resilience and Business Continuity Management
 - Operational Training
 - Health & Safety
- **Strategic Director for Corporate Services (and Assistant Chief Officer)**
 - Estates
 - Procurement and Stores
 - Fleet Management
 - Equipment
 - Information and Communication Technology
 - Planning and Programmes
 - Performance Management
 - Corporate Communications
 - Corporate Administration
 - Human Resources (Personnel, Occupational Health, Equalities)
 - Industrial relations
 - Organisational Development

Other roles

Additionally, under the Code of Recommended Practice for Local Authorities on Data Transparency, it is recommended that the salaries of senior employees of the Service who earn more than £50,000 per annum should be published. These roles are listed below.

STRATEGIC MANAGEMENT TEAM

Role	Basic Salary	Allowances	Total Remuneration
Area Manager x 4 (1 post is seconded to a national role)	£56,220 - £61,667 pa	Flexi-duty allowance (20% of basic salary) Area Manager rota allowance Essential User Car Allowance	£73,963-£81,197 £1,239
Head of Procurement and Resources	£55,500 - £61,667	On call allowance equating to 5% of basic salary	£58,275-£64,750
Head of People and OD	£55,500 – £61,667	On call allowance equating to 5% of basic salary	£58,275-£64,750
Head of Finance and Treasurer	£62,355 - £69,317	On call allowance equating to 5% of basic salary	£65,502-£72,782
Head of Risk, Assurance and Operational Training	£55,500 – £61,667	On call allowance equating to 5% of basic salary	£58,275-£64,750

Basic salary, flexi-duty and essential car user allowances are determined by national pay agreements.

Non Strategic Roles above the £50k threshold

There are 44 other employees whose remuneration is above £50k per annum as at 31 March 2022. These are as follows:

- Group Manager x 7
- Station Manager x 19
- Head of Engineering
- Estates Manager
- Risk and Assurance Manager
- ICT Service Delivery Manager
- Joint HQ Programme Support Manager (pro-rata) – now deleted
- Inclusion and Organisational Development Manager



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Appendices – Job Role Information

Post: CFO / Chief Executive

General Description of Post

As the administrative head of Nottinghamshire Fire and Rescue Service to be accountable to the Nottinghamshire and City of Nottingham Fire Authority for the efficient, effective, equitable and economic discharge of its legal duties, responsibilities and expectations.

Specific Duties, and Responsibilities

1. To attend and take command of operational incidents appropriate to the post.
2. To advise the Nottinghamshire and City of Nottingham Fire Authority on its duties and obligations as the Fire Authority for Nottinghamshire and the City of Nottingham.
3. To advise the Fire Authority on the needs of the communities and the people it serves for protection from fire and from other hazards where its services may be needed in the public interest.
4. To advise the Fire Authority of any relevant events, pressures or other matters within the wider environment in which it functions and which may have implications for it or the Fire & Rescue Service.
5. To prepare policy options for the Fire Authority to allow it to develop new and improved services to the public, In particular, to prepare options which add value through joint working with other agencies including Government Departments, Local Government, Community Based Organisations and Business, etc.
6. To prepare strategic and other plans for the Fire Authority within its policies for the protection of the communities it serves and in addition for the maintenance and development of the Fire & Rescue Service.
7. To provide effective management structures and processes to ensure key service aims and objectives are progressed as planned, monitored and reviewed as necessary.
8. To provide leadership and command of the Nottinghamshire Fire & Rescue Service ensuring its effectiveness and efficiency within the policies of the Fire Authority.
9. To achieve the strategic aims and plans for the Fire Authority through leadership and command of the Nottinghamshire Fire & Rescue Service and otherwise as may be necessary.
10. To ensure that the Service provides an equitable level of provision to all members of the community and that the organization operates in a culture which embraces fairness and equality.
11. To ensure, in association with the Treasurer and the Clerk to the Authority, that the financial and formal administrative affairs of the Authority are properly carried out within the terms of the Authority's Financial Regulations and Standing Orders and any appropriate legislation.

12. To oversee, in association with the Treasurer and the Clerk to the Authority, the proper preparation, submission and implementation of reports submitted for member consideration.
13. To uphold and actively promote the equality and diversity policies of Nottinghamshire Fire and Rescue Service.
14. To evaluate and report to the Fire Authority on the effectiveness of its policies and plans and for the performance of the Nottinghamshire Fire & Rescue Service.
15. To consult and negotiate with recognized employee representatives as appropriate on matters affecting the Service and its personnel.
16. To represent the Fire Authority as required, including business, civic, ceremonial, social and other events, and to liaise with the media.
17. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

12. **Specific health and safety responsibilities**

- (a) On behalf of the Combined Fire Authority to ensure that effective systems are in place for Nottinghamshire Fire & Rescue Service to discharge its duty of care in terms of health and safety risk management.
- (b) In pursuit of the above ensure Nottinghamshire Fire & Rescue Service prepares, maintains and implements its Written Safety Policy and that safe systems of work and workplaces result.

Post:	Assistant Chief Fire Officer
Grade:	Principal Officer
Post Ref:	0016
Conditions of Service:	Relevant NJC Scheme of Terms and Conditions of Service
Responsible to:	Chief Fire Officer

General Description of Post

The generic role of Assistant Chief Fire Officer is set out in the role map for Brigade Manager.

Specifically, the ACFO will be responsible for a directorate of the service and will report to the CFO with regard to the performance of the department. They will be responsible for all aspects of delivery within their respective remit and be accountable for the implementation of corporate strategy within that function.

Specific duties and responsibilities

1. To provide operational cover as outlined in the addendum.
2. To support the Chief Fire Officer in the delivery of the service on a day to day basis.
3. To act as a member of the Strategic Leadership Team, contributing to the establishment of corporate direction and the allocation of resources across the Service to meet corporate objectives
4. Provide leadership as a Director of a Department and take responsibility for managing performance delivery in both the short and long-term
5. To take responsibility for the development of personnel in support of organisational performance.
6. To develop and set the service's strategies, maintain them and their performance as appropriate.
7. To operate within a stringent corporate governance framework, maintaining the highest standards of conduct.
8. To assist in the formulation of policies and procedures for the continuous improvement of performance and organisational development of the Service
9. To participate in negotiations with the Representative Bodies through the Joint Negotiating and Consultation forums and through more informal channels



10. To represent the Service at meetings at a local, regional and national level where matters relating to the Fire Service are under discussion, and to promote the Fire Service as both a performance leader and service partner at these levels.
11. To act as the Chair of meetings as required.
12. To build effective managerial relationships with Heads of Departments and contribute to the management of Service resources and policies
13. To attend meetings of the Combined Fire Authority and offer advice to elected Members as appropriate
14. To promote an atmosphere of equality, fairness, dignity and trust across the whole organisation, its partners and stakeholders
15. To act within the delegated authority of the Chief Fire Officer



Nottinghamshire & City of Nottingham Fire Authority

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INTEGRATED PERSONAL DEVELOPMENT SYSTEM

ROLE MAP

Area Manager



Nottinghamshire Fire & Rescue Service
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Area Manager Rolemap

Ref	Title
EFSM2	Lead, monitor and support people to resolve operational incidents
EFSM5	Plan, implementation of organisational strategy to meet objectives
EFSM6	Implement organisational change
EFSM8	Lead organisational strategy through effective decision making
EFSM9	Implement and manage change in organisational activities
EFSM11	Determine effective use of physical and financial resources
EFSM13	Select required personnel
EFSM14	Manage the performance of teams and individuals to achieve objectives
EFSM15	Develop teams and individuals to enhance workbased performance
EFSM16	Manage yourself to achieve work objectives
EFSM20	Exchange information to ensure effective service delivery
EFSM17	Advise on development and implementation of quality policies
EFSM18	Implement quality assurance systems
EFSM19	Monitor compliance with quality systems
EFSM22	Develop information systems to support service delivery objectives
EFSM23	Agree project plan to meet specified objectives
EFSM25	Manage project to meet objectives

Options	
A1	Assess candidate using a range of methods
A2	Assess candidate by observation
V1	Conduct Integral Quality Assurance of the assessment process

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post:	Head of Procurement and Resources
Grade:	Strategic Lead Support Manager
Conditions of Service:	APT & C
Responsible to:	Assistant Chief Fire Officer
Responsible for:	Estates Manager, Procurement Manager, and Head of Engineering

General Description of Post

The post holder will lead and direct the Nottinghamshire Fire & Rescue Service (NFRS) Procurement and Resources Department which is able to deliver a high- quality service in line with regulations, standards and policies. Provide an effective procurement and resources service, linking to the strategic aims and objectives of the Nottinghamshire Fire and Rescue Service.

Ensure that the Procurement and Resources Department supports and contributes to the achievement of the stated objectives of the Fire Authority and its Committees. This will include providing information and professional advice to elected Members and preparing and presenting reports.

Contribute effectively to the corporate objectives of the Service as a member of the Strategic Leadership Team and take on strategic responsibilities as determined by the Chief Fire Officer.

Represent the interests of NFRS at local, regional and national meetings, committees and forums.

Actively promote collaboration between NFRS and external agencies and organisations with regards the Services strategies, goals and objectives.

Generally

1. Contribute effectively to the corporate objectives of the Service as a member of the Strategic Leadership Team (SLT) and Executive Delivery Team (EDT).
2. Lead and direct the Procurement and Resources Department function to ensure that it delivers services fit for purpose. This will involve the effective management of change programmes, projects, development of plans and strategies.
3. Oversee the development and implementation of strategies and business plans for procurement and resources functions in conjunction with organisational goals and strategic objectives.
4. Plan, develop and oversee the delivery of capital and major projects within the remit and responsibilities of the Procurement and Resources Department and the Service acting where necessary as the project sponsor.
5. Direct and oversee the development and implementation of policy, procedures and service level agreements for the procurement and resources function.
6. Promote and contribute to the development of NFRS policies, strategies and organisational plans.
7. Undertake continuing professional development in order to maintain competence in the role including where applicable technical knowledge as well as the development of a professional network.
8. Oversee and be responsible for capital and revenue budgets across areas of departmental responsibility.
9. Direct as necessary the implementation of commercial contracts in the supply of goods, works and services; ensure value for money is achieved on behalf of the Service and conformity to relevant legislation and policy directives.
10. Ensure the Procurement and Resources Department staff receive suitable training and development for their role.
11. Representing the Service on regional/national bodies, as required to do so commensurate with the role.
12. Lead on the promotion of ethical procurement management throughout the Service and support the Strategic Leadership Team by ensuring that its members' knowledge and understanding of procurement issues is at the appropriate level.
13. Actively seek and promote with other organisations collaborative opportunities on behalf of the Service.
14. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that

normally any significant material changes of a permanent nature should be incorporated into the job description in specific terms.

Specific Health, Safety and Environmental Responsibilities

Ensure adherence to any asset management system(s) such that only items which are suitable for purpose are sourced and obtained, maintained as safe to use and disposed of safely.

Ensure that environmental legislation and NFRS policy is adhered to through the management of the procurement and resources function and related contracts having environmental risk management ramifications.

Ensure health, safety and environmental risk management matters are appropriately reflected in the contractual terms and conditions applying to the purchase of goods, works and services.

In liaison with the Health, Safety and Environmental Risk Management section commensurate with the role.

Take account of the environmental issues arising from any Service developments, and to ensure that staff of the department do likewise.

Ensure departmental managers monitor and manage contractors to ensure they discharge their duty of care in terms of health, safety and environmental risk management at NFRS sites.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post:	Head of Finance and Treasurer to the Fire Authority
Grade:	Strategic Lead Support Manager
Conditions of Service:	APT & C
Responsible to:	Chief Fire Officer / Fire Authority
Responsible for:	Assistant Head of Finance; Payroll Manager; Systems Accountant.

General Description of the Post

1. Fulfilment of all statutory financial obligations of the Chief Finance Officer to the Fire Authority as set out and defined in Sections 111 to 116 of the Local Government Finance Act 1998 and other relevant legislative provisions.
2. Ensure that the Finance Department contributes to the achievement of the stated objectives of the Fire Authority and its Committees. This will include providing information and professional advice to elected Members and preparing and presenting reports.
3. Lead and maintain a finance function which is able to deliver a high quality financial service in line with regulations, standards and policies. Provide an effective financial management service, linking to the strategic aims and objectives of the Nottinghamshire Fire and Rescue Service.
4. Contribute effectively to the corporate objectives of the Service as a member of the Strategic Leadership Team and undertake strategic responsibilities as determined by the Chief Fire Officer.

Outline Duties

In fulfilling these roles, the postholder will be directly responsible for:-

5. Providing independent scrutiny and advice to the Fire Authority on all financial matters; financial propriety; the financial aspects of corporate governance and that the Scheme of Financial Management supports sound financial governance.

6. Monitoring and reporting on the Authority's compliance with the provisions of the Local Government Finance Act 1972, the Accounts and Audit Regulations and all other relevant legislation and statutory instruments being in force from time to time.
7. Providing the Fire Authority with assurances regarding the robustness of estimates and the adequacy of reserves and balances as required by Section 25 of the Local Government Act 2003.
8. Advise and give assurance to the Fire Authority concerning the risks associated with the capital strategy and the potential long-term implications including the financing of the annual capital programme.
9. Produce accurate, complete and timely financial management information to the Fire Authority, including the preparation of statutory and other accounts; maintenance of internal audit, and effective treasury management that is compliant with the CIPFA Prudential Code
10. Advise the Fire Authority on matters relating to the calculation of the Precept and implications for Council Tax.
11. Attend meetings of the Fire Authority and Finance and Resources Committee as well as other meetings as required.
12. Advising, in conjunction with the Fire Authority's Clerk and Monitoring Officer, on the pay and conditions of the Principal Officers.
13. Advising the Fire Authority on any relevant events, pressures or other matters within the wider financial context which may have implications for the Fire and Rescue Service.
14. Providing strategic and technical support to the Authority on financial management issues. This will include:
 - work related to the overall revenue and capital budgets;
 - regular monitoring and reporting of performance against budgets;
 - negotiation and management of all external borrowing and other finance;
 - advising on taxation or other technical matters;
 - providing financial appraisals in respect of investments or projects;
 - providing the financial implications of all material business decisions to the Chief Fire Officer, the Authority and its Committees.

15. Ensuring the provision of a comprehensive financial accounting service, in accordance with recognised national standards and the requirements of the Chief Fire Officer, to produce true and fair accounts that satisfy the external auditor.
16. Leading and developing the finance function to ensure that it remains fit for purpose. This will involve the effective management of change programmes and projects, as well as developing strategies to manage the seasonal nature of workload peaks.
17. Ensuring that safe and efficient stewardship arrangements are in place for protecting the assets of the Authority i.e. maintaining an effective financial governance framework designed to manage financial risk, collecting all income due to the Authority, paying employees and creditors, provision of adequate insurances and the management of investments, borrowings and cash flows.
18. Liaising with internal and external auditors, as well as with other external bodies, on finance and accounting matters. Procuring, managing and monitoring contracts relating to externally provided financial services e.g. internal audit, external audit and pension administration.
19. Briefing the Fire Authority Members, both formally and informally, on financial matters and providing advice and training where required.
20. Setting adequate standards and procedures for budgeting, accounting and treasury management, and maintaining a framework of monitoring to ensure these requirements are met. This shall include preparing, maintaining and ensuring compliance with appropriate Financial Regulations, as well as the preparation of a Medium Term Financial Strategy, a Treasury Management Strategy and Prudential Code indicators.
21. Monitoring the performance of the finance function, including using benchmarking for comparison. Maintaining an awareness of alternative ways of delivering the service, including consideration of collaboration with other organisations.
22. Leading on the promotion of ethical financial management throughout the Service and supporting the Strategic Leadership Team by ensuring that its members' knowledge and understanding of financial issues is at the appropriate level.
23. Acting as Scheme Manager for the local Firefighter Pension Schemes on behalf of the Fire Authority, in accordance with pension regulations. This will include maintaining an effective Local Pension Board.
24. Undertaking continuing professional development in order to maintain competence in the role. This will include maintaining technical knowledge as well as developing a professional network.

25. Undertaking work to support wider corporate objectives at a level commensurate with the level of the main role. An example of this would be involvement in the recruitment of other senior employees.
26. Representing the Authority on regional/national bodies, as required.
27. The above list of duties is not exhaustive and the post holder will be expected to work not only within these guidelines but also those set out in the “Financial Principles and Delegation Profiles” and the “Role of The Chief Financial Officer” documents.
28. The post holder will also be required to carry out any other duties commensurate with the grading of the post determined by from time to time by the Chief Fire Officer

Specific Health, Safety and Environmental Responsibilities

Ensure the financial management of the Service, within the context of its corporate objectives, recognises and encompasses health, safety and environmental risk management legal expectations.

Ensure Strategic Leadership Team discussions on strategic risk management encompass health, safety and environmental considerations.

Ensure that financial appraisals of projects consider health, safety and environmental risk management ramifications.

NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
JOB DESCRIPTION

Job Title:	Head of People and OD
Grade:	Strategic Lead Support Manager
Post Number:	0215
Conditions of Service:	NJC for Local Government Services
Responsible to:	Deputy Chief Fire Officer
Responsible for:	HR Manager – delivery Occupational Health and Fitness Manager OD & Inclusion Manager Station Manager – HR HR Officer (Systems)

General Description of Post

1. Ensure the Human Resources Department provides professional HR advice to the Authority and is compliant with relevant legislative and regulatory requirements in order to achieve the stated objectives of the Fire Authority and its Committees. This will include providing information and professional advice to elected Members and preparing and presenting reports.
2. Lead and maintain a People and Organisational Development function which is able to deliver a high-quality HR, Occupational Health, and OD services in line with regulations, standards and policies. Provide an effective People and OD management service, linking to the strategic aims and objectives of Nottinghamshire Fire and Rescue Service.
3. Contribute effectively to the corporate objectives of the Service as a member of the Strategic Leadership Team and take on strategic responsibilities as determined by the Deputy Chief Fire Officer.
4. Provide out of hours strategic support to the service as part of critical business continuity arrangements.

Specific duties

In fulfilling these roles, the post holder will be directly responsible for:

5. Monitor the Authority's compliance with the relevant employment laws and all other relevant legislation and statutory instruments being in force from time to time. Any potential breaches of statute or other regulation should be reported to the Deputy Chief Fire Officer.
6. Advise the service on any relevant events, pressures or other matters within the wider employment, workforce, industrial relations, occupational health, learning and development context which may have implications for the Fire and Rescue Service.
7. Develop lead and implement a People Strategy to support the delivery of service objectives
8. Develop, lead and implement an Organisation Development and Inclusion Strategy to support the service transformation agenda.
9. Develop, lead and implement a Learning and Development Strategy to meet current and future workforce requirements.
10. Undertake workforce planning to advise SLT on matters relating to workforce numbers in order to plan effectively for future changes and requirements.
11. Effectively lead and manage all aspects of Human Resources, including primary responsibility for:
 - The delivery of an effective HR service which meets the needs of the Service, and provides professional support to service departments, employees and other stakeholders;
 - The delivery of an effective occupational health provision which promotes, maintains and supports employee health, fitness and well-being.
 - The delivery of an effective Leadership and Management Development programme to meet current and future requirements.
 - The delivery of an effective organisational development approach which supports a values-led culture, based on engagement, inclusion and promotes continual improvement.
 - The progression of the authority's equality and inclusion agenda including the development of best practice policies to support organisational excellence and ensure compliance with relevant legislation.
12. Undertake the line management of POD team leaders, with overall responsibility for their development, welfare and morale.
13. Develop and implement an annual business plan and performance manage delegated functional areas to deliver agreed objectives, resolve issues and manage risk effectively.
14. Manage delegated budgets, including the setting, monitoring and spending of budgets in line with financial regulations.
15. Maintain an overview of legislative, sector and national changes which may impact upon conditions of service, best practice and future demands.
16. Ensure that up-to-date and appropriate Human Resource policies and processes are in place to support the organisation's strategic development.
17. Responsible for ensuring that conditions of service and contractual provisions meet statutory and NJC provisions.

18. Responsible for reviewing and managing pay and grading issues for all service employees.
19. Maintain effective and positive relationships with trade union representatives and participate in Joint Consultation and Negotiation Panels.
20. Take decisions in relation to the progress of disciplinary investigatory processes under the Service's Discipline Procedures and Harassment and Bullying Procedure.
21. Responsible for the maintenance and development of a HR system which meets service requirements and provides accurate and relevant management workforce and establishment information.
22. As the delegated data owner, ensure processes are in place to maintain the security of personal data in line with Data Protection requirements.
23. Produce reports to inform decisions at a strategic level, including SLT and committee reports.
24. Lead, manage and support projects in line with Service's Project Management Policy.
25. Develop and take forward opportunities for collaboration within the People and Organisational Development remit.

26. Undertaking work to support wider corporate objectives at a level commensurate with the role.
27. Undertake continuing professional development in order to maintain competence in the role.
28. Brief elected members, both formally and informally, on POD matters and provide advice and training where required.
29. Represent the service on regional/national bodies as required.



Nottinghamshire & City of Nottingham Fire Authority

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INTEGRATED PERSONAL DEVELOPMENT SYSTEM

ROLE MAP

Group Manager

Group Manager Rolemap

Ref	Title
EFSM2	Lead, monitor and support people to resolve operational incidents
EFSM6	Implement organisational strategy
EFSM9	Implement and manage change in organisational activities
EFSM10	Plan and implement activities to meet service delivery needs
EFSM11	Determine effective use of physical and financial resources
EFSM13	Select required personnel
EFSM14	Manage the performance of teams and individuals to achieve objectives
EFSM15	Develop teams and individuals to enhance workbased performances
EFSM16	Manage yourself to achieve work objectives
Optional	
EFSM17	Advise on development and implementation of quality policies
EFSM18	Implement quality assurance systems
EFSM19	Monitor compliance with quality systems
EFSM22	Develop information systems to support service delivery objectives
EFSM23	Agree project plan to meet specified objectives
EFSM24	Co-ordinate projects to achieve objectives

Options	
A1	Assess candidate using a range of methods
A2	Assess candidate by observation
V1	Conduct Integral Quality Assurance of the assessment process



Nottinghamshire & City of Nottingham Fire Authority

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INTEGRATED PERSONAL DEVELOPMENT SYSTEM

ROLE MAP

Station Manager

Nottinghamshire Fire & Rescue Service
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Station Manager Rolemap

Ref	Title
EFSM2	Lead, monitor and support people to resolve operational incidents
EFSM3	Determine solutions to hazards and risks identified through inspection and investigation
EFSM10	Plan and implement activities to meet service delivery needs
EFSM12	Manage the effective use of resources
EFSM13	Select required personnel
EFSM14	Manage the performance of teams and individuals to achieve objectives
EFSM15	Develop teams and individuals to enhance workplace performance
EFSM16	Manage yourself to achieve work objectives
EFSM21	Provide information to support decision making

Options	
A1	Assess candidates using a range of methods
A2	Assess candidates by observation
V1	Conduct Integral Quality Assurance of the assessment process

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE
JOB DESCRIPTION (as at 24 Nov 2016)

Post:	Head of Engineering
Grade:	Grade 9
Post Reference:	
Conditions of Service:	NJC for Local Government Services National Scheme of Conditions of Service
Responsible to:	The Head of Procurement and Resources
Responsible for:	Fleet Technical Manager, Asset Manager, Fleet Maintenance Manager and Equipment Support and Water Officer

General Description of Post

The post holder will manage the Nottinghamshire Fire & Rescue Service (NFRS) Engineering Section and the engineering function across NFRS's transport and equipment portfolio.

The post holder will be the single point of contact and be responsible for the engineering function for NFRS. This is to including all matters concerning the capital procurement, planned maintenance, reactive maintenance, repair and management of all vehicles and operational equipment. This post holder will be required to work autonomously and under their own initiative to provide an effective engineering service to NFRS.

The post holder will be responsible for the capital and revenue budgets for the engineering function with NFRS. This includes the overall responsibility for the management of contracts with and any other delegated budget as required. The revenue budget responsibility is to be in the region of up to £1.8 million per annum. The capital budget is up to an indicative value of £1.6 million per year.

The post holder will be required to identify develop and write NFRS policy and procedures with regards to the management of the engineering function.

The post hold will, when required to do so, deputise for the Head of Procurement and Resources.

The post holder will represent the interests of NFRS at local, regional and national meetings, committees and forums for engineering.

The post holder will be required to work collaboratively across NFRS and, where applicable, with external agencies and organisations with regards to the engineering function.

SPECIFIC DUTIES OF THE POST HOLDER

1. The Head of Engineering is responsible for the execution and management of planned maintenance, inspection, repair, responsibilities of the Water Officer, engineering related assets, procurement (revenue and capital), disposals, hydrant inspection and maintenance and all other related activities in the provision of all vehicles, operational equipment and hydrant maintenance.
2. The post holder, as far as reasonably practicable, is to ensure that Nottinghamshire Fire and Rescue Service (NFRS) maintains all its statutory compliance and operational capabilities through its vehicles, operational equipment and all other responsibilities of the Engineering Section.
3. Manage the Engineering Section including the line management of all managerial staff, their development, identification of training needs, their supervision, direction, setting of goals, co-ordination and the allocation and work.
4. Manage, as the overall budget holder, including contributing to the setting and monitoring of budgets, ensuring the effective spend of budgeted sums, of all engineering related contracts and expenditure of the Engineering Section; reporting monthly to the Head of Department on actual expenditure, committed expenditure and forecasted expenditure of the budgets. Use the NFRS electronic financial management system. The revenue budget responsibility is to be in the region of up to £1.8 million per annum. The capital budget is up to an indicative value of £1.6 million per year.
5. Be responsible for, and ensure the management of all NFRS service contracts related to the responsibilities of the Engineering Section.
6. Manage and be responsible for, when appointed as the contract manager, engineering related contracts and other delegated contracts as required by the role. The duties as contracts manager are to include, but not limited to, the chairing of meetings, reviewing contract terms, applying contract conditions, ensuring accurate minutes are taken, the issuing of contract amendments and any other duties commensurate with the effective management of contracts.
7. Deputise for the Head of Procurement and Resources when required to do so.
8. Be a member of the Executive Delivery Team (or equivalent).
9. Be responsible for, direct and oversee all new capital vehicle and equipment projects carried out by the Engineering Section working with all other departments and stakeholders. Ensure best value is achieved from all tendering activities related to these projects working in partnership with the Procurement Section and other specialists.
10. Using best and balanced judgement, ensure that best value is obtained by NFRS from all tendering and procurement related to the procurement of engineering related goods and services taking into account statutory requirements, NFRS policy, budgets and any physical and operational needs

11. Manage, direct and oversee specific work streams of major capital projects carried out by NFRS that include specific engineering assistance or input.
12. Ensure the management and execution of the planned maintenance programme of all engineering related assets; ensure that the programme is delivered to schedule and within budget.
13. Prepare, write and submit management reports with regards to the Engineering Section's function to the NFRS management boards and committees providing clear recommendations where appropriate and providing sufficient information to allow strategic management decisions to be made.
14. Develop, write and maintain all policy, procedures and service level agreements relating to the engineering function and responsibilities.
15. Ensure the Engineering Section creates, maintains and records all relevant information (in an electronic format including bespoke software systems) related to engineering functions and responsibilities (including capital projects) in accordance with statutory requirements, financial regulations and NFRS policy and procedure.
16. Represent NFRS at local, regional and national engineering meetings, committees, forums, collaborative agreements and collaborative projects. Act as chair at these meetings as required.
17. Actively seek and promote with other organisations collaborative opportunities and joint working regarding the engineering function and responsibilities.
18. Actively promote and work with the Procurement Section on all engineering related procurement matters.
19. Represent the Engineering Section as required at internal steering groups, project groups and committees; act as chair when requested by the Head of Department or when there is a need to do so.
20. Undertake structured and transparent pre-market engagement with commercial suppliers for research purposes to identify products, goods and services as required for the pursuit of the engineering function and responsibilities. With the Procurement Section determine the most appropriate way to achieve best value.
21. In conjunction with other Heads of Department and sections develop and write the Business Plan for the Engineering Section to meet the requirements of the strategic plans, IRMP and other departmental business plans.
22. Train, coach and guide other budget holders, managers and NFRS contract managers with regards to the Engineering Section's processes, procedures and related contracts. Ensure other managers and staff are aware of the contract terms and conditions and their responsibilities under these contracts where applicable.

23. Ensure the effective management of the introduction into NFRS of all new engineering related assets. This is to include but not limited to the risk assessments, operational guidance, training and the like.
24. To promote and deliver fair and quality services that are sensitive and responsive to customers and to ensure the implementation of customer care by all staff supervised.
25. Carry out and be responsible for any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined; subject to the proviso that normally any significant material changes of a permanent nature should be incorporated into the job description in specific terms.

SPECIFIC HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES

Ensure adherence to any asset management system(s) such that only items which are suitable for purpose are sourced and obtained, maintained as safe to use and disposed of safely.

Ensure that environmental legislation and NFRS policy is adhered to through the management of engineering assets and related contracts having environmental risk management ramifications.

Ensure health, safety and environmental risk management matters are appropriately reflected in the contractual terms and conditions applying to the procurement of goods and services related to the responsibilities of the Engineering Section.

In liaison with the Health, Safety and Environmental Risk Management section ensure proposed engineering initiatives encompass the appropriate risk management principles.

To take account of the environmental issues arising from any service developments and ensure the Engineering Section do likewise.

Throughout tendering processes for engineering related procurement and contracts liaise with the Health, Safety and Environmental Risk Management Section to ensure that associated risk management issues are identified and addressed prior to awarding contracts.

Monitor contractors to ensure they discharge their duty of care in terms of health, safety and environmental risk management on NFRS sites.

Obtain as necessary any risk-assessment-based method statements required from contractors and suppliers working on behalf of NFRS and pass onto the Health, Safety and Environmental Risk Management Section.

Ensure that suppliers and contractors for the provision of goods and services related to the management of the engineering function provide services which apply risk controls they have derived by risk assessment.

Compile and maintain records/files as are necessary to enable health, safety and environmental risk management initiatives to be audited.

In the procurement, installation and maintenance of equipment ensure the expectations given in the Provision and Use of Work Equipment Regulations and other health, safety and environmental legislation are met as guided by the Health, Safety and Environmental Risk Management Section.

Ensure that the risk controls identified by the risk assessment process inform the content of Operational Work Equipment and Operational PPE information documents, Standard Tests, SOPs, TIDs, TIFs, user documentation and training courses as necessary.

Ensure the Engineering Section compile, maintain and publish an effective library of risk assessments and is kept current and that these are amended in the light of experience of equipment use/performance and/or reviewed on at least an annual basis.

Attend Service Health and Safety and Welfare Committee to contribute on any matters as the Head of Engineering.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post:	Estates Manager
Grade:	Grade 9
Post Reference:	
Conditions of Service:	NJC for Local Government Services National Scheme of Conditions of Service
Responsible to:	The Head of Procurement and Resources
Responsible for:	Line management of all Estates Section staff

General Description of Post

The post holder will manage the Nottinghamshire Fire & Rescue Service (NFRS) Estates Section and the estates and facilities function across NFRS's property portfolio.

The post holder specifically will be the subject matter expert and single point of contact for the NFRS estates management including all planned maintenance, reactive maintenance and minor new works. This post holder will be required to work autonomously and under their own initiative to provide an effective estates and facilities management service within NFRS.

The post holder will be the budget holder / manager covering maintenance, repair, minor works and services contracts with values up to an annual contract value of circa £500,000 (per contract) and any other delegated budget as required.

The post holder will be required to identify develop and write NFRS policy and procedures with regards to the management of the NFRS Estate.

The post hold will, when required to do so, deputise for the Head of Department.

The post holder will represent the interests of NFRS at local, regional and national meetings, committees and forums for estates and facilities management.

The post holder will be required to work collaboratively across NFRS and, where applicable, with external agencies and organisations with regards to the estates and facilities management.

Generally

1. In relation to the estate management, ensure, as far as reasonably practicable, that Nottinghamshire Fire and Rescue Service maintains its statutory operational duties from its premises.
2. Manage the Estates Section comprising the estates and facilities management function and the Estates Section staff; this is to include the line management of all staff, their development, identification of training needs, their supervision, direction, setting of goals, co-ordination and the allocation and work.
3. Manage, as the budget holder (including contributing to the setting and monitoring of the budgets and ensuring effective spend of budgeted sums) all estates and facilities contracts, the Estates Section operating budget and other budget as required (up to £500,000 per year per contract); reporting monthly to the Head of Department on actual expenditure, committed expenditure and forecasted expenditure of the budgets. Use the NFRS electronic financial management system.
4. Manage, as the appointed contract manager, all estates and facilities related contracts and other delegated contracts as required by the role.
5. Carry out the duties of contracts manager; to include, but not limited to, the chairing of meetings, reviewing contract terms, applying contract conditions, ensuring accurate minutes are taken, the issuing of contract amendments and any other duties commensurate with the effective management of contracts.
6. Deputise for the Head of Procurement and Resources when required to do so.
7. Manage, direct and oversee all minor new works projects (up to an indicative value of £250k per project) carried out through the Estates Section and ensure best value is achieved from all tendering activities.
8. Manage, direct and oversee specific work streams of major capital works projects carried out by NFRS.
9. Plan, manage and execute of the Planned Maintenance Programme, ensure that the programme is delivered to schedule and within budget.
10. Manage and be responsible for all NFRS service and utilities contracts and estates related income (through feed-in-tariff, leases, licences and the like). Ensure an effective system is in place for checking and paying authorised sums for outgoings and that all income is received at the agreed rate and by the dates due.
11. Prepare, write and submit management reports with regards to the estates and facilities function to the NFRS management boards and committees providing clear recommendations where appropriate providing sufficient information to allow strategic management decisions to be made.

12. Using best and balanced judgement, ensure that best value is obtained by NFRS from all tendering and procurement related to the estates and facilities function taking into account statutory requirements, NFRS policy, budgets and any physical and operational needs.
13. Develop, write and maintain all policy, procedures and service level agreements for the NFRS Estates and Facilities function.
14. Ensure the Estates Section creates, maintains and records all relevant information (in an electronic format including bespoke software systems) throughout each estates and facilities related project in accordance with statutory requirements, financial regulations and NFRS policy and procedure.
15. Represent NFRS at local, regional and national estates and facilities meetings, committees, forums, collaborative agreements and collaborative projects. Act as chair at these meetings as required.
16. Be responsible for and ensure that the Health and Safety Files for each NFRS property are kept up to date with any new works, modification or refurbishment.
17. Actively seek and promote with other organisations collaborative opportunities and joint working regarding the estates and facilities function.
18. Represent the estates and facilities function of NFRS at specialist internal steering groups, project groups and committees as required; act as chair when requested by the Head of Department or when there is a need to do so.
19. Undertake pre-market engagement with commercial companies for research purposes to identify products, goods and services as required and as part of the estates and facilities function to determine the best way to achieve best value.
20. In conjunction with other Heads of Department and sections develop and write the Business Plan for the Estates Section to meet the requirements of the strategic plans, IRMP and other departmental business plans.
21. Train, coach and guide other budget holders and NFRS contract managers with regards to the estates and facilities processes, procedures and related contracts. Ensure other managers and staff are aware of the contract terms and conditions and their responsibilities under these contracts.
22. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant material changes of a permanent nature should be incorporated into the job description in specific terms.

Specific Health, Safety and Environmental Responsibilities

Ensure adherence to any asset management system(s) such that only items which are suitable for purpose are sourced and obtained, maintained as safe to use and disposed of safely.

Ensure that environmental legislation and NFRS policy is adhered to through the management of the NFRS estate and related contracts having environmental risk management ramifications including the waste contract.

Ensure health, safety and environmental risk management matters are appropriately reflected in the contractual terms and conditions applying to the purchase of goods, works and services related to the management of the NFRS Estate.

In liaison with the Health, Safety and Environmental Risk Management section ensure proposed estates and facilities initiatives encompass risk management principles.

To take account of the environmental issues arising from any service developments, and to ensure that the employees you supervise/manage do likewise.

Throughout tendering processes for estate management related contracts liaise with the Health, Safety and Environmental Risk Management Section to ensure that associated risk management issues are identified and addressed prior to awarding contracts.

Monitor contractors to ensure they discharge their duty of care in terms of health, safety and environmental risk management at NFRS sites.

Obtain as necessary any risk-assessment-based method statements required from contractors and suppliers working within NFRS Estate and pass onto the Health, Safety and Environmental Risk Management Section.

Ensure that suppliers and contractors for the provision of goods, works and services related to the management of the NFRS Estate provide work/services which apply risk controls they have derived by risk assessment.

Compile and maintain records/files as are necessary to enable health, safety and environmental risk management initiatives to be audited.

In the procurement, installation and maintenance of premises-related equipment ensure the expectations given in the Provision and Use of Work Equipment Regulations and other health, safety and environmental legislation are met as guided by the Health, Safety and Environmental Risk Management Section.

NOTTINGHAMSHIRE FIRE AND RESCUE
SERVICE JOB DESCRIPTION

Post: RISK AND ASSURANCE MANAGER

Grade:

Post Number: 0219

Conditions of Service: NJC for Local Government Services
National Scheme of Conditions of Service

Responsible to: AREA MANAGER – CORPORATE SUPPORT

Responsible for: SM RESILIENCE, SM ASSURANCE (X2), RISK MANAGER, HEALTH
AND SAFETY ADVISOR

General Description of Post

The post holder will be required to ensure that risk and assurance activities are focused to enable the identification and management of all aspects of corporate risk and to provide both qualitative and quantitative measures of compliance to enable the targeting of Service improvement activities.

The post holder will be responsible for ensuring that policies and procedures are in place to ensure the Service is legally compliant and fulfills its duty of care under the Health and Safety at Work act 1974 and associated legislation.

The post holder will be required to ensure that robust systems are in place to capture and disseminate local, regional and national learning and to ensure that any necessary changes are reflected in the relevant Service policies, procedures and guidance.

The Post Holder will be responsible for ensuring that the Service can adequately respond to adverse events through business continuity planning and exercising and that the necessary arrangements are in place to contribute to national and local resilience and emergency planning.

The post holder will be required to work collaboratively across NFRS, with external agencies and other fire and rescue services on all aspects of risk, resilience and assurance work including representation of the Service at regional meetings.

Specific Duties

- 1 Be "The competent person" for the Service in compliance with Regulation 6 of the Management of Health and Safety at Work Regulations 1992.

2. Ensure the Service is compliant and fulfilling it's duty of care with regard to the management of health and safety at work through the maintenance of policies and procedures, proactive and reactive monitoring and reporting of required improvements to strategic meetings.
3. Develop and maintain systems to capture and disseminate organisational learning from national, regional and local sources to demonstrate that the service is proactively managing risk at both a corporate and tactical level.
4. To devise and implement proactive monitoring strategies including inspections and audits to determine service compliance with legislation, national standards and NFRS own policies and procedures.
5. Analyse proactive and reactive monitoring data to provide performance indicators to the Service to facilitate risk based prioritisation of resources.
6. Actively seek and promote collaborative opportunities and joint working in the areas of the risk, resilience and assurance function at a Regional level.
7. Represent the Service at all local, regional and national meetings with respect to Health, Safety, Resilience and emergency planning.
8. Ensure that systems are in place and working effectively to maintain and mobilise National Resilience Assets and Capabilities.
9. Manage delegated budgets as required.
10. Ensure all accidents/near misses and episodes of work related ill health are investigated, including leading investigations into serious events to identify the causative factors and requirements for remedial actions.
11. Ensure systems are in place to effectively communicate risk information to the Service including at both a tactical (operational) and strategic level.
12. Ensure that the Service's business continuity arrangements are fit for purpose and are subject to regular testing and review.
13. Conduct training needs analyses to identify competency requirements for all employees on matters relating to risk management, resilience, business continuity and assurance and support the delivery of these competencies through the procurement, development and delivery of training courses as appropriate.
14. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description on specific terms.



Specific Health & Safety Responsibilities

1. In consultation with the Service's Health and safety advisor the post holder is responsible for raising any issues relating to their workspace area that may contribute detrimentally to their own Health and safety.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post:	ICT Service Delivery Manager
Grade:	8
Post Number:	TBD
Conditions of Service:	NJC for Local Government Services National Scheme of Conditions of Service
Responsible to:	Head of ICT
Responsible for:	ICT Service Desk Manager, IT Development Officer(s), IT Infrastructure Development Officer, ICT Support Technician(s) and ICT Apprentice Support Technician.

General Description of the Post

1. Management of the maintenance, development and security of all NFRS ICT systems, infrastructure, processes and policies throughout their lifecycle.
2. Manage the operational resolution of incidents, problems, events and requests logged against the ICT infrastructure, using ITIL-based processes and procedures.
3. Manage the provision of technical support to all users, via the ICT Service Desk and the 24 / 7 / 365 technical support on-call rota.
4. Manage the planning, implementation and maintenance of stable ICT application architecture and infrastructure (well-designed, resilient, secure and cost-effective).
5. Oversee the development of ITIL-based service management policies and procedures.
6. Ensure security of all NFRS information, data, network access and backup systems.
7. Own the process to identify technical problems and implement strategic solutions.
8. Preserve all ICT assets, information security and control structures.
9. Act as custodian of ICT technical knowledge and expertise within the department.
10. Handle annual budget and ensure cost effectiveness.

Specific Duties

In fulfilling these roles, the postholder will be directly responsible for: -

11. Delegate and prioritise incoming service requests from the ICT Service Desk in the form of incidents, requests, events and problems to ensure the efficient and secure operation of the organisations ICT application architecture and infrastructure.
12. Oversee the management of the ICT Service Operations team, prioritising departmental tasks and activities through the effective use of resources available.
13. Manage the completion of routine and maintenance tasks with other project work within the team by applying resource allocation to deliver an effective and productive service.
14. Manage specific budgets as agreed with the Head of ICT, providing regular expenditure and outturn reports as required.
15. Manage ICT external support contracts, liaising with suppliers to ensure that agreed service levels are adhered to and best value is achieved.
16. Maintain strong communication links with Head of ICT and other department managers to keep them fully informed of the operation of all ICT systems and infrastructure.
17. Produce service metrics in the form of KPIs, documentation and reports to support the management of the ICT function and its activities.
18. Respond to user and departmental manager requests for technical information, advice and support where applicable, verbally, in meetings or by telephone or email.
19. Develop an ICT architecture and infrastructure with appropriate interfaces that ensures fit for purpose ICT, with fast, reliable, robust, simple, secure, accessible, responsive, joined up and interoperable systems and infrastructure that meet business needs.
20. Management of the maintenance and support of all information and data contained within NFRS databases along with the backup/restore/recovery solutions processes, and ICT Disaster Recovery and Business Continuity Management procedures.
21. Work collaboratively with the Service Project Manager to ensure that all ICT Department projects are delivered in-line with their agreed business case and budget.
22. Manage the ICT Problem Management Process and proactively interface with ICT Change Management Process, to resolve widespread ICT infrastructure issues.

23. Take all reasonable steps to ensure that ICT systems are secure from unauthorised access and that all software in use is adequately licensed.
24. Management of ICT staff including identifying and addressing staff needs, monitoring workloads, absence management and planning of staff training and development.
25. Coach, mentor, motivate and supervise ICT staff to ensure positive action, responsibility and accountability for all assigned tasks.
26. Ensure that ICT staff have the requisite technical and service management skills and knowledge to undertake their roles competently;
27. To be responsible for the performance management of ICT staff, including Personal Development Reviews, dealing with performance, disciplinary and attendance issues.
28. To ensure the health, safety and well-being of ICT staff, including stress risk assessments where applicable;
29. Support the Head of ICT in developing and maintaining an ICT strategy which both complements and contributes towards NFRS strategic plans;
30. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

Specific health, safety and environmental responsibilities

- Liaise with the Service Health and Safety Adviser to ensure safe systems of work – based on the outcomes of risk assessments – are devised and followed and that the environmental risk management repercussions of work tasks are identified and managed.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post:	Area Manager Strategic Support – Joint Headquarters Programme (18-24 month Fixed Term Temporary based on 0.4 FTE)
Grade:	Strategic Lead Support Manager
Conditions of Service:	APT & C
Responsible to:	The ACFO
Responsible for:	

General Description of Post

The post holder will lead, direct and manage the disposal of the existing Headquarters site of Nottinghamshire Fire and Rescue Service (NFRS) at Bestwood Lodge and manage the decant and move of the Headquarters function to the new Police and Fire Joint Headquarters at Sherwood Lodge as part of the Joint Headquarters (JHQ) Programme.

Provide specialist professional advice, direction and guidance to the principal officer team and elected members of the Fire Authority regarding the disposal of the Bestwood Lodge site to maximise the capital receipt, identification and management of the inherent risks and to gain best value.

Provide support, guidance and assistance to the Programme Manager of the JHQ Programme and deputise for them when required to do so.

Provide professional assistance, guidance and direction to support other projects and project managers within the JHQ Programme.

Provide strategic advice, guidance and direction specifically on Police and Fire collaboration associated with the Policing and Crime Act 2017 for the disposal project and other related projects within the JHQ Programme.

Contribute effectively to the corporate objectives of the Service in support of the Strategic Leadership Team and undertake strategic responsibilities as determined by the Chief Fire Officer within the JHQ Programme.

Represent the interests of NFRS at local, regional and national meetings, committees and forums related to the disposal / relocation project within the JHQ Programme.

The post holder will be a chartered professional and member of the CIOB or RICS or other equivalent property and construction related institute.

Generally

- 1.1 Lead, direct and manage the project for the disposal of the Bestwood Lodge site and relocation of the NFRS HQ function to the new JHQ at Sherwood Lodge (the project P6 within the JHQ Programme) within the JHQ Programme (the Programme).
- 1.2 Provide professional assistance, support and guidance to the JHQ Programme Manager generally within the scope of project P6 and programme management and of construction, facilities and property management. This includes but not limited to property development and disposals.
- 1.3 Provide strategic advice, guidance and direction to principal officer team and members specifically on Police and Fire collaboration associated with the Policing and Crime Act 2017 for the Programme, the disposal project P6 and other related projects within the JHQ Programme.
- 1.4 Develop and write the business case for the disposal of Bestwood Lodge providing specialist professional advice, direction and guidance to the principal officer team and elected members of the Fire Authority to maximise the capital receipt, management of the risks and to gain best value.
- 1.5 Write and present, on behalf of the Chief Fire Officer, reports and other relevant documents to the Fire Authority in relation to the project P6 or the Programme in general when required to do so.
- 1.6 When required to do so, deputise for and on behalf of the JHQ Programme Manager (the Programme Manager).
- 1.7 Specific to this role, provide professional and technical advice, support, guidance and assistance to the Programme Manager for the project P6 and generally with regards to the management of the Programme when required to do so.
- 1.8 Develop, manage and put in place the necessary project controls and documentation for P6 including but not limited to the risk register, lessons learnt log, decision log, change control process, programme, project initiation documentation and any other relevant management process, project control or procedure.
- 1.9 Direct and oversee the development and implementation of policy, procedures and service level agreements as applicable for the project.
- 1.10 Identify the requirement and need for any expert professional support (specialist consultants or contractors) for the project. Develop and write the technical scope of services for the delivery of each specialist service, this to be included within any invitation to tender or appointment through frameworks and the like.

- 1.11 When there is a requirement to tender specialist consultant, contractors or service providers for the project or the Programme, manage the overall procurement process in conjunction with NFRS's Procurement Team.
 - 1.12 Manage and direct any appointed external specialist consultant, contractor or service provider to ensure the effective delivery of the services for which they were appointed for the Programme and the project.
 - 1.13 Chair meetings of the project, ensure any actions arising from these meetings are managed and completed.
 - 1.14 Oversee and be responsible for capital and revenue budgets related to project P6 and support the Programme Manager in the management of the JHQ Programme budget on behalf of the Fire Authority.
 - 1.15 Direct as necessary the putting in place of commercial contracts in the supply of goods, works and services; ensure value for money is achieved on behalf of the Service and conformity to relevant legislation and policy directives.
 - 1.16 Provide support to the Programme Manager to enable effective consultation with staff regarding the timing, process and implications arising from workplace relocation.
 - 1.17 Representing the Service on regional/national bodies, as required to do so commensurate with the role.
 - 1.18 Undertake continuing professional development in order to maintain competence in the role including where applicable technical knowledge as well as the development of a professional network.
 - 1.19 Actively seek and promote with other organisations collaborative opportunities on behalf of the Service in relation to the Programme and any other related project.
 - 1.20 Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant material changes of a permanent nature should be incorporated into the job description in specific terms.
- 2. Specific Health, Safety and Environmental Responsibilities**
- 2.1 Ensure adherence to any asset management system(s) such that only items which are suitable for purpose are sourced and obtained, maintained as safe to use and disposed of safely.
 - 2.2 Ensure that environmental legislation and NFRS policy is adhered to through the management of the procurement and resources function and related contracts having environmental risk management ramifications.
 - 2.3 Ensure health, safety and environmental risk management matters are appropriately reflected in the contractual terms and conditions applying to the purchase of goods, works and services.



- 2.4 In liaison with the Health, Safety and Environmental Risk Management section commensurate with the role.
- 2.5 Take account of the environmental issues arising from any Service developments, and to ensure that staff of the department do likewise.
- 2.6 Ensure departmental managers monitor and manage contractors to ensure they discharge their duty of care in terms of health, safety and environmental risk management at NFRS sites.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Post: ICT Project Manager – ESN Transition

Grade: **Grade 6**

Conditions of Service: NJC for Local Government Services
National Scheme of Conditions of Service

Responsible to: Head of Digital Transformation

General Description of the Post

Working within the ICT Department of Nottinghamshire Fire and Rescue Service (NFRS), the post holder is responsible and accountable for:

31. The management of the Emergency Services Network (ESN) project for NFRS, with the goal of delivering the project on time, within budget and within scope, facilitating full realisation of the defined benefits to the organisation;
32. Provide a central coordination role to effectively manage the provision of a Joint Fire Control function for NFRS, within the boundaries of the agreed governance arrangements and Service Level Agreement (SLA) with Derbyshire FRS;
33. Deputise for NFRS Firelink Terminal Custodian and manage the in-life support of the national Firelink contract, on behalf of NFRS;
34. Provide local and regional technical advice and expert guidance on ESN and Firelink policy, procedures and ways of working;
35. Support the Head of Digital Transformation in developing and maintaining an ICT strategy which contributes towards NFRS strategic plans.

Specific Responsibilities & Duties

ESMCP and ESN

36. To be responsible for the management of all aspects of the NFRS ESN Transition Project from inception to completion.
37. Analyse the resources required to deliver each ESN regional and local plan activity and ensure that departments have the necessary support and competence to undertake delegated activities. Consult, liaise and negotiate with all key stakeholders involved in the implementation of the ESN project and ensure that review processes are effective.
38. Work collaboratively with the ICT Change and Project Manager to ensure that all ESN-related projects are delivered in-line with their agreed business case and budget;

39. In consultation with the ICT Security Manager, ensure compliance with the ESN Code of Connection and Code of Practice criteria for in-scope areas of NFRS.
40. Work with East Midlands regional partners and other Emergency Service Mobile Communications Programme (ESMCP) colleagues to ensure that NFRS are ready for transition in line with the programme milestones;
41. Coordinate internal resources across the various streams in the programme plan to ensure delivery of defined work packages in relation to ESMCP and ESN;
42. Ensure that the quality and pace of the project is maintained throughout the period of change, communicating project status to all participants and stakeholders.
43. Prepare recommendations for expenditure on resources with supporting information on benefits, implications and costs.
44. Act as regional lead and subject matter expert for elements of the ESN project and support other FRSs within the region on the implementation of those elements. To represent the region at National level on these elements.
45. Deputise for the ESN Regional Programme Manager where required.
46. Engagement with national ESMCP, Home Office and supplier teams, along with national, regional and local FRS and 3ES partners.
47. To act as the NFRS service representative to the Tri-Service collaboration to deliver shared Command and Control components, systems and procedures.
48. Deputise for the ESN Device Custodian (as detailed within Section 6.2 of the ESN Code of Practice version 06A), as appropriate and when required.

Firelink / Airwave

49. Represent NFRS on the Local Resilience Forum (LRF) Telecoms Sub Group (TSG), undertaking any actions required and disseminating information or requests to the relevant parties. LRF TSG point of contact for NFRS for ESN and Firelink.
50. Undertake the role of Operational Communications Advisor (OCA) and OCA team co-ordinator for NFRS, providing operational and tactical advice for best practice and guidance on all aspects of the operational use of Airwave and mobile communications. Disseminating all relevant information, guidance and lessons learned on Firelink, Airwave and ESN and providing knowledge and support to the NFRS OCA team. Providing regional and national OCA support.
51. Deputise for the Firelink Terminal Custodian for NFRS (as detailed within paragraph 3.3. of the Firelink Code of Practice), as appropriate and when required.
52. Actively seek and promote with other organisations collaborative opportunities and joint working regarding the delivery and in-life support of Airwave/Firelink, ESN and the Joint Fire Control function within the East Midlands Tri-Service Control Consortium;

Joint Control Service Delivery

53. Work collaboratively with the Tri-Service Service Delivery Manager to manage all NFRS incidents, problems and events related to the Joint Control function.
54. To be responsible for the change management process relating to all aspects of the Joint Control function on behalf of NFRS.
55. To ensure effective communication between NFRS, the Joint Control Room, the Joint Control Governance structure and the Head of Tri-Service Command & Control.
56. To monitor and track the delivery of Service Level Agreements with DFRS, the Joint Control function and external service providers. Identify gaps between SLAs and service delivered and facilitate resolution activity across all relevant parties.
57. Attend all relevant service review and Joint Control meetings.
58. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

Specific health, safety and environmental responsibilities

- Liaise with the Service Health and Safety Adviser to ensure safe systems of work – based on the outcomes of risk assessments – are devised and followed and that the environmental risk management repercussions of work tasks are identified and managed.

Organisational Development and Inclusion Manager

Grade: Grade 9

Post Reference: (this relates to the MIS and HR will complete)

Conditions of Service: NJC for Local Government Services
National Scheme of Conditions of Service

Responsible to: Head of People and OD

Responsible for:
(if applicable)

- Equalities Development Officer
- OD and Improvement Officer
- Leadership and Development Manager
- Resource Planning Officer
- Community Engagement Manager
- OD Placement - Crew Manager
- OD Placement - Firefighter

General Description of Post

Take a lead role in the development and implementation of Organisational Development EDI (Equality, Diversity and Inclusion), Leadership and Community Engagement strategies to support transformational and cultural change and deliver service improvements. Specifically to be responsible for the implementation of policy, practice and development activities to develop and improve the organisation. The post will also work to promote a more holistic approach to organisational design and resourcing to support the Service's strategic priorities.

Specific Duties

Organisational Development, Leadership, Resourcing and Engagement

1. Support the Head of People and OD in the development, implementation and monitoring of the People Strategy; specifically those elements relating to organisational development, EDI, leadership and management, resource planning and community and employee engagement.
2. Lead and manage the organisational development and inclusion team and workstreams.
3. Develop strategy and workstreams to address workplace challenges and opportunities for improvement.
4. To improve the working environment for all staff including the reduction of harassment, conduct and discrimination-related grievances.

5. Work with the Corporate Communications team to promote employee engagement and take forwards the OD agenda.
6. Work with the Head of ICT and Corporate Performance team to progress the development of systems which enhance the delivery and monitoring of corporate objectives.
7. To develop managers and leaders at all levels through the implementation of an effective Leadership Strategy.
8. To develop, implement and maintain a Coaching and mentoring approach to employee development.
9. To co-ordinate corporate learning events, including conferences, forums and master classes as part of a progressive management development programme.
10. To act in a business partnering capacity with department heads to ensure that resources match business planning aspirations.
- 11.

Equality, Diversity and Inclusion / Community Engagement

12. Responsible for developing, implementing and monitoring strategies, policies and procedures to support the integration of equality and diversity across the Service, to include service delivery, human resource strategies and community engagement and meet statutory requirements.
13. Develop plans to improve the Service's engagement with black, Asian and minority ethnic (BAME) Communities in terms of employment and service delivery.
14. To improve community engagement, involvement and scrutiny of NFRS by under-represented groups.
15. Work with internal and external partners to support and deliver appropriate training, community events and education to advance the equality and inclusion agenda.
16. To provide specialist advice and practical and hands on implementation support to Senior Management Team, Managers and corporate groups in relation to equality and diversity issues
17. To act as principal contact and develop, co-ordinate and manage relationships with partner organisations and external bodies including government departments, representing the Service at regional and national events and meetings.
18. To pro-actively provide advice and practical support, including review where appropriate, all existing and new policies, practices and procedures. To ensure up to

date Equality Impact Assessments are in place and to ensure fairness in application and delivery.

19. To act independently, and with others, in developing and maintaining good working relationships with a range of individuals and organisations, including employees, Councillors, service users, trade unions, community groups, by consulting them or providing appropriate information.
20. To lead or assist in investigations of alleged breaches of equality and diversity policies and practices and act as a specialist advisor to managers in dealing with specific equality, diversity, grievance and bullying and harassment issues
21. To be responsible for managing relevant budgets, including budget setting, expenditure and monitoring.
22. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

Specific health, safety and environmental responsibilities

23. In concert with the Health, Safety and Environmental Risk Management section ensure employee development programmes adequately address risk management issues including the role of risk assessment in discharging safety and environmental duties of care.
24. In concert with the Health, Safety and Environmental Risk Management section ensure risk assessment processes adequately take into account equality and inclusion aspects of tasks and situations being assessed.

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