

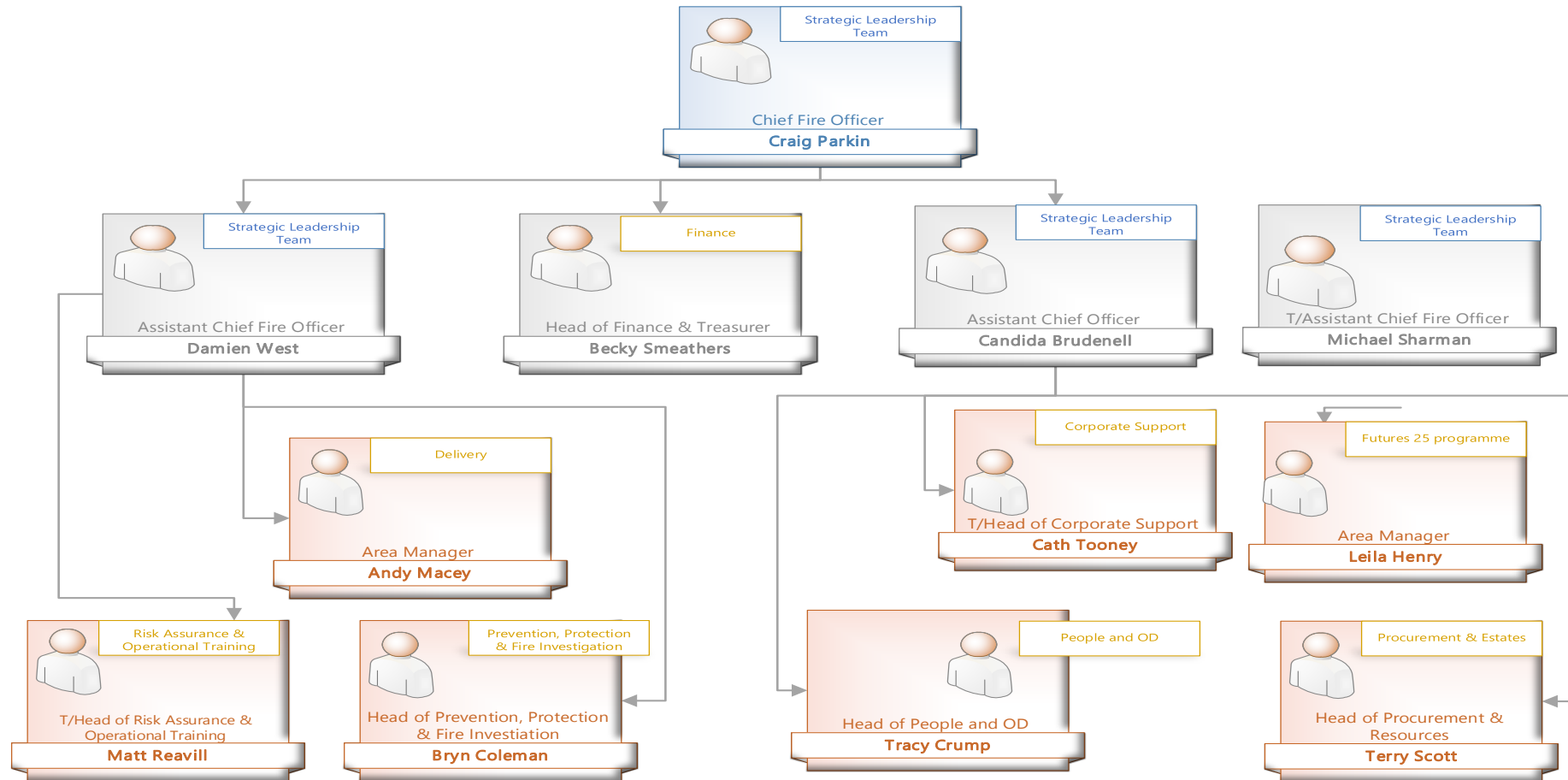


NOTTINGHAMSHIRE
Fire & Rescue Service
Creating Safer Communities

Senior Officer Salaries 2023-24



www.notts-fire.gov.uk



Strategic Leadership Team 2023-24

Publication of senior officer salary information

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

- Chief Fire Officer
- Assistant 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*	£161-166
Ms Candida Brudenell	Assistant Chief Fire Officer	Strategic Director for Strategic Support, ICT, Procurement & Resources, Human Resources	42*	£126-131
Mr Damien West	Assistant Chief Fire Officer	Strategic Director for Service Delivery, Prevention and Protection, Risk, Assurance and Ops Training	42*	£115-120
Mr Michael Sharman*	Temporary Assistant Chief Fire Officer	Programme Lead for Regional Mobilising System replacement	42*	£120-125

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

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 Service Delivery & Risk, Assurance and Operational Training**
 - 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 Strategic Support & ICT, People & Organisational Development, Procurement and Resources**
 - 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 5 Includes 2 temporary AMs (1 post is seconded to a national role)	£53,163 - £69,283 pa	Flexi-duty allowance (20% of basic salary) Area Manager rota allowance Essential User Car Allowance	£84,640-£92,841 £1,239
Head of Procurement and Resources	£62,355 - £69,283	On call allowance equating to 5% of basic salary	£65,472-£72,747
Head of People and OD	£62,355 – £69,283	On call allowance equating to 5% of basic salary	£65,472-£72,747
Head of Finance & Treasurer	£70,950 - £77,898	On call allowance equating to 5% of basic salary	£74,067-£81,342
Head of Risk, Assurance and Operational Training	£62,355 – £69,283	On call allowance equating to 5% of basic salary	£65,472-£72,747

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

Non Strategic Roles above the £50k threshold

There are 32 other employees whose remuneration is above £50k per annum as at 31 March 2023. These are as follows:

- Group Manager x 6
- Station Manager x 20
- Engineering Manager

- Estates Manager
- Procurement Manager
- ICT Service Delivery Manager
- Organisational Development and Inclusion Manager
- ICT Project Manager

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

IPDS



INTEGRATED PERSONAL DEVELOPMENT SYSTEM

ROLE MAP

Area Manager



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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:	Assistant 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 Assistant 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 FIRE & RESCUE SERVICE

JOB DESCRIPTION

Job Title: Head of Risk, Assurance and Operational Training

Grade: Area Manager (support)

Post Number:

Conditions of Service: NJC for Local Government Services

Responsible to: Deputy Chief Fire Officer

Responsible for: Risk and Assurance Manager
Group Manager – Operational Training

General Description of Post

1. Ensure the values of the Service are demonstrated and upheld as a strategic leader and role model within the Services behavioural framework and expectations.
2. Ensure the Risk, Assurance and Operational Training function provides advice to the Authority and is compliant with relevant legislative and regulatory requirements 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.
3. Lead and maintain a Risk, Assurance and Operational Training function that delivers high-quality services in line with regulations, standards and policies, striving for continuous improvement. Provide an effective Risk, Assurance and Operational Training service, linking to the strategic aims and objectives of Nottinghamshire Fire and Rescue Service.
4. Contribute effectively to the delivery of 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.
5. 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:

6. The development, delivery and evaluation of an effective operational competency framework which includes the acquisition, maintenance and revalidation of core operational competencies in line with the Fire Professional Framework and National Operational Guidance.
7. Developing, leading and implementing an operational training strategy which meets current and future workforce requirements through integration with the workforce plan and People Strategy.
8. Contribute to the strategic performance management agenda by ensuring the effective collection, assimilation and analysis of multiple sources of organisation learning relating to the Response functions. Ensure ICT systems are in place to capture and analyse data and that learning is effectively integrated into training and guidance where necessary.
9. Monitor the Authority's compliance with relevant health, safety and environmental legislation. Any potential breaches of statute or other regulation should be reported to the Deputy Chief Fire Officer.
10. Develop an effective assurance strategy to ensure that proportionate, risk based proactive and reactive assurance activities are conducted for the purposes of ensuring legislative compliance and fire fighter safety.
11. Ensure that the Service is able to effectively respond and recover from a business continuity event through the development and implementation of a Service-wide systems approach to business continuity management.
16. Build and maintain effective working relationships within SLT, workforce representatives and across the wider Service.
17. Advise the Service on any relevant events, pressures or other matters within the wider health and safety, operational guidance and operational assurance and training contexts which may have implications for the Fire and Rescue Service.
18. Effectively lead and manage all aspects of Risk, Assurance and Operational Training functions. This includes delivery of an effective department which meets the needs of the Service and provides professional support to Departments, employees and other stakeholders.
19. Undertake the line management of Risk, Assurance and Operational Training managers, with overall responsibility for their development, welfare and morale.
20. Develop and implement an annual business plan and performance manage delegated functional areas to deliver agreed objectives, resolve issues and manage risk effectively.
21. Manage delegated budgets, including the setting, monitoring and spending of budgets in line with financial regulations.
22. Maintain an overview of legislative, sector and national changes which may impact upon best practice and future demands.
23. Ensure that Risk, Assurance and Operational Training develop, implement and maintain appropriate policies and processes to support the organisation's strategic development.

24. As the delegated data owner, ensure processes are in place to maintain the security of personal data in line with Data Protection requirements.
25. Produce reports to inform decisions at a strategic level, including SLT and committee reports.
26. Lead, manage and support projects in line with Service's Project Management framework.
27. Develop and take forward opportunities for collaboration within Risk, Assurance and Operational Training
28. Undertaking work to support wider corporate objectives at a level commensurate with the role.
29. Undertake continuing professional development in order to maintain competence in the role.
30. Brief elected members, both formally and informally, on Risk, Assurance and Operational Training matters and provide advice and training where required.
31. Represent the service on regional/national bodies as required.

Specific Health & Safety Responsibilities

Assure the leadership of the Risk, Assurance and Operational Training function of the Service, within the context of its corporate objectives, recognises and encompasses health, safety and environmental risk management and legal expectation.

Ensure SLT discussions on strategic risk management encompass the health, safety and environmental considerations and operational competencies of the Service.

Ensure that Risk, Assurance and Operational Training appraisals of projects and SLT / FRA reports consider health, safety and environmental risk management implications.