

NORTH YORKSHIRE FIRE AND RESCUE SERVICE

Role Profile

Role Title	<i>Head of Finance & Administration</i>	Reporting To	Director of Finance & Technical Services
Role/Grade Workplace	<i>Head of Function Service Headquarters</i>	Designated Responsibilities	Finance, Payroll & Corporate Administrative Functions
Overall Purpose of Role	<ul style="list-style-type: none"> • <i>To contribute to the Corporate Governance of the Service by ensuring the efficient and effective management, operation and performance of all Finances & Administrative functions</i> 		

PRIMARY FUNCTIONS:

- To ensure efficient and effective management and performance of all designated functional areas
- To provide Head of Function management and performance information to the Principal Officer Group, Corporate Management Board and when necessary the Fire Authority / Sub Committees
- To efficiently and effectively fulfil any designated statutory role responsibilities
- To contribute effectively to the governance of the Service at Corporate Management Board, relevant Governance Groups and as Lead/Chair at any functional meetings
- In line with Service policies and operational priorities convene, attend (Chair as appropriate) Business Continuity Management Team (BCMT) meetings for the purpose of resolving any potential or actual strategic interruption to key Service functions.
- To meet the needs of the Authority Vision, Corporate Plan and functional responsibilities by ensuring the development, implementation and management of appropriate plans, projects, policies and procedures.
- Ensure the effective corporate governance of the Service through compliance with the Authority's local code of Corporate Governance, primary strategies / policies and relevant regulatory responsibilities.
- To put in place and maintain management systems that will ensure the effective and efficient administration of :
 - Service resources and budgets
 - Quality of service deliver
 - The discharging of the Authority's legislative duties
 - Working relationships and partnerships with other emergency services and agencies that will enhance the performance of the Service
 - Staff competence, development, capacity and conduct
 - Health, safety and welfare of responsibilities
 - Equalities and workforce diversity
- Act as a role model by providing effective/positive leadership at all times
- Act in accordance with service policies, procedures and staff code of conduct
- Attain and maintain personal competence in respect of role map functions and any relevant / designated professional qualifications requirements.
- Ensure effective communications are maintained with key Service stakeholders through the provision of appropriate reports, consultation documents, general updates and publications.

SECONDARY FUNCTIONS:

To be contactable by the Service via PDA in respect of Business Continuity Management Team responsibilities in accordance with the post specific Statement of Particulars.

Selection Criteria**Expertise in Role Required (At Selection – Level 1)**

Relevant Executive Management / Post Specific Qualification / Accredited Prior Learning / Experience

Development Plan**Expertise In Role - (After Development – Level 2)**

Maintenance of Competence in line with current Post Specific Qualification. Specific qualifications / expertise identified as appropriate for the role by the Fire Authority / Chief Fire Officer.

Personal Qualities And Attributes (PQA'S)**Strategic Manager****Personal Style**

- Champions diversity and embeds a fair and ethical approach within the organisation
- Drives and manages the change process, seeking opportunities to create and implement improved organisational effectiveness
- Consistently projects and promotes a confident, controlled and focused attitude

Interpersonal Skills

- Leads, involves and motivates others, creating and implementing strategies for influencing others both within the F&R service and in the community
- Communicates effectively both orally and in writing
- Committed and able to develop self, individuals and units to improve organisational effectiveness

Working with Information

- Gathers information in order to predict future requirements and make realistic decisions
- Maintains an active awareness of the environment to promote safe and effective working

Organisational Effectiveness

- Leads organisation and contributes to joint working to achieve excellence
- Creates and implements effective plans to deliver long-term organisational strategic objectives
- Anticipates and shapes the political environment from a strategic perspective.

ROLEMAP**NOS**

Plan organisational strategy to meet agreed aims & objectives
 Plan implementation of organisational strategy to meet objectives
 Evaluate organisational performance against agreed measures
 Lead organisational strategy through effective decision making
 Select required personnel for employment
 Manage the performance of teams and individuals to achieve objectives
 Develop teams and individuals to enhance work based performance
 Manage yourself to achieve work objectives
 Exchange information to ensure effective service delivery

EFSM4
 EFSM5
 EFSM7
 EFSM8
 EFSM13
 EFSM14
 EFSM15
 EFSM16
 EFSM20

Signatures

Approved by: Chief Fire Officer _____ Date: _____

Agreed by: Postholder _____ Date: _____