

NORTH YORKSHIRE FIRE AND RESCUE SERVICE

Role Profile

Role Title	Head of Risk Management	Reporting To	Deputy Chief Fire Officer
Role/Grade	Area Manager	Designated Responsibilities	Risk Management Function(s)
Workplace	Service Headquarters		
Overall Purpose of Role	<ul style="list-style-type: none"> • To provide strategic FRS operational command in respect of large / complex emergency incidents in accordance with the Service's policies and multi-agency protocols • Ensure the efficient and effective management, operation and performance of all Risk Management functions 		

PRIMARY FUNCTIONS:

- To maintain availability for strategic operational command purposes as required by the Gold Command rota and respond to operational incidents in line with Service policies
- To ensure efficient and effective management and performance of all designated functional areas
- To efficiently and effectively fulfil any designated statutory role responsibilities
- 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 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 delivery
 - 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
- To represent the Service at relevant forums, bodies and committees
- 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/Pager in respect of Operational / Business Continuity Management Team responsibilities in accordance with the post specific Statement of Particulars.

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

Nationally Recognised Gold Command FRS Operational Qualification and a Relevant Executive Management Qualification / Accredited Prior Learning / Experience

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

Maintenance of Competence in line with current National Qualification / Course Requirement.
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**

Provide strategic advice and support to resolve operational
Lead, monitor and support people to resolve operational incidents
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

EFSM1
EFSM2
EFSM4
EFSM5
EFSM7
EFSM8
EFSM13
EFSM14
EFSM15
EFSM16
EFSM20

Signatures

Approved by: Chief Fire Officer _____ Date: _____

Agreed by: Postholder _____ Date: _____