

Office for the Essex Police, Fire and Crime Commissioner

Head of Performance and Scrutiny (Fire and Rescue)

Role Information

JOB TITLE:	Head of Performance and Scrutiny (Fire and Rescue) 12 month Fixed term (or secondment)	DIRECTORATE:	OPFCC
REPORTS TO:	Chief Financial Officer (Treasurer)	Salary: £44,454 – 47,394	
LOCATION:	Fire and Rescue HQ: Kelvedon Park, Essex		

Job Description – Head of Performance & Scrutiny (Fire + Rescue)

Main Purpose of Role:

To lead the performance and scrutiny function for the Police, Fire and Crime Commissioner (PFCC) in relation to Fire and Rescue services.

Support the PFCC in holding the Chief Fire Officer to account for the delivery of an effective and efficient fire and rescue service and ensuring value for money.

Support the PFCC and his senior management team on matters relating to fire and rescue performance, alongside identifying best practice.

Main Responsibilities

- Work closely with the PFCC and his senior management team to achieve rigorous and effective use of public resource and value for money in relation to the Essex County Fire and Rescue Service (ECFRS)
- Provide strategic policy advice and support to the PFCC and his senior management team in matters relating to the performance, transparency and integrity of the ECFRS;
- Work with key stakeholders and community safety partners in delivery of the Fire and Rescue Performance and Scrutiny Programme
- Review and analyse available data and information on ECFRS to support the development of a robust and cohesive performance framework to enable the Chief Fire Officer to be held to account;
- Provide scrutiny advice and analysis of performance to the PFCC on the capacity and capability of ECFRS to ensure effectiveness, efficiency and public value are maximised
- Undertake detailed reviews on specific Fire and Rescue related issues, and provide their findings to the PFCC to support evidence based decision-making
- Support the PFCC in developing a clear and effective long-term vision and strategy in the formation of a Fire and Rescue Plan, including any public consultation process
- Support the PFCC as appropriate at public meetings
- Develop and maintain a constructive working relationship with the Police, Fire and Crime Panel for Essex
- To coordinate and deliver policy development as directed.
- Work closely with the Head of Performance and Scrutiny (Police) to support and enable collaboration across the 2 programmes.

Necessary Experience:

- Degree educated or equivalent with a minimum of 10 years working experience
- Good experience / knowledge of Fire and Rescue services at a strategic and / or operational level.
- Experience of operating at a senior management level
- Experience of working in complex, multiagency environments.
- The post holder must be enthusiastic, self-motivated with high levels of drive and commitment
- Strong analytical ability.
- Experience of change management and business process improvement skills to support delivery of performance outcomes.
- Experience of organisational culture transformation and improvement

Special Requirements

This post is deemed to be a 'designated' post and the post holder will be subject to management as per policy p70/06.

Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to a vetting assessment every 12 months. National security vetting clearances are reviewed every 5 years.

Competencies (Person Specification):

Serving the public

Promotes a real belief in public service, focusing on what matters to the public and will best serve their interests. Ensures that all staff understand the expectations, changing needs and concerns of different communities, and strive to address them. Builds public confidence by actively engaging with different communities, agencies and strategic local stakeholders, developing partnerships and ensuring people can engage with the PFCC at all levels. Understands partners' perspectives and priorities, and works co-operatively with them to deliver the best possible overall service to the public.

Leadership - Leading change

Establishes a clear future picture and direction for the operational unit, focused on delivering the force vision and strategy. Identifies and implements change needed to meet objectives, thinking beyond the constraints of current ways of working, and is prepared to make radical change when required. Thinks in the long-term, identifying better ways to deliver value for money services that meet both local and force needs. Encourages creativity and innovation within the Operating Unit.

Leadership - Leading people

Inspires people to meet challenging organisational goals, creating and maintaining the momentum for change. Gives direction and states expectations clearly. Talks positively about the PFCC and what the role and office can achieve, building pride and self-esteem. Creates enthusiasm and commitment by rewarding good performance, and giving genuine recognition and praise. Promotes learning and development, giving honest and constructive feedback to help people understand their strengths and weaknesses, and invests time in coaching and mentoring staff.

Leadership - Managing Performance

Creates a clear plan to deliver operational unit performance in line with force strategy and objectives. Agrees demanding but achievable objectives and priorities for the operational unit, and assigns resources to deliver them as effectively as possible. Identifies opportunities to reduce costs and ensure maximum value for money is achieved. Highlights good practice and uses it to address underperformance. Delegates responsibilities appropriately and empowers others to make decisions. Monitors progress and holds people to account for delivery.

Professionalism

Acts with integrity, in line with the values and ethical standards of the Police Service. Delivers on promises, demonstrating personal commitment, energy and drive to get things done. Defines and reinforces standards, demonstrating these personally and fostering a culture of personal responsibility within the operational unit. Asks for and acts on feedback on own approach, continuing to learn and adapt to new circumstances. Takes responsibility for making tough or unpopular decisions. Demonstrates courage and resilience in difficult situations, defusing conflict and remaining calm and professional under pressure.

Decision making

Assimilates complex information quickly, weighing up alternatives and making sound, timely decisions. Gathers and considers all relevant and available information, seeking out and listening to advice from specialists. Asks incisive questions to test facts and assumptions, and gain a full understanding of the situation. Identifies the key issues clearly, and the inter-relationship between different factors. Considers the wider implications of different options, assessing the costs, risks and benefits of each. Makes clear, proportionate and justifiable decisions, reviewing these as necessary.

Working with others

Builds effective working relationships with people through clear communication and a collaborative approach. Maintains visibility to staff and ensures communication processes work effectively throughout the operational unit. Consults widely and involves people in decision-making, speaking to people in a way they understand and can engage with. Treats people with respect and dignity regardless of their background or circumstances, promoting equality and the elimination of discrimination. Treats people as individuals, showing tact, empathy and compassion. Sells ideas convincingly, setting out benefits of a particular approach, and striving to reach mutually beneficial solutions. Expresses own views positively and constructively, and fully commits to team decisions.