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| **Greater Manchester Fire & Rescue Service**  **Job Description**  **Note:** This job description and person specification is representative of the core responsibilities of all AM roles in GMFRS. Further responsibilities will depend on the specialised role and function. | | GMFRS%20Logo%202007 |
| **Job Title** | **Area Manager (Generic)** | |
| **Directorate** | **Emergency Response or Prevention & Protection** | |
| **Grade/Level:** | **Area Manager B** | |
| **Reports to:** | **Assistant County Fire Officer** | |
| **Responsible for:** | **Area Manager level staff** | |
| **Job Purpose:** | The purpose of the job is to lead and manage people within own cluster/department to ensure the provision of an effective Service.  Lead specific ‘corporate’ projects and change initiatives across the organisation.  Lead and manage the response to large scale incidents, as required, up to gold level as part of the Incident Command system. | |
| **Responsibilities and Accountabilities:** | |  | | --- | | 1. Contribute to the development of the Corporate Plan through effective planning and risk management; ensure development and implementation of specific strategies to achieve strategic aims and objectives. 2. Develop, renew and update policy for own cluster/department. 3. In collaboration with other managers ensure corporate policies are consistently adhered to within your own cluster/department and across the organisation. 4. Conduct quality assurance activities through a peer review process to ensure an effective delivery of service, identify improvements and share best practice. 5. Represent the function and contribute to the delivery of broader organisational objectives as a member of the Leadership Team (LT). 6. Lead the design of specific change projects defined by overall corporate strategy. 7. Ensure internal processes are effectively and fully integrated, that structures are aligned to processes and appropriate control mechanisms are in place to ensure adherence. 8. Effectively plan and manage resources in own cluster/department taking account of financial and management information, delegated authority and corporate governance arrangements. 9. Lead, develop and performance manage individuals and teams to support an inclusive and high performing culture within own cluster/department. 10. Engage with senior stakeholders at a borough, sub-regional, regional and national level in the wider community in order to deliver corporate objectives. 11. Develop resilient business continuity arrangements for own cluster/department and manage these arrangements effectively during business disruption. 12. Through innovation, continuously improve the use of public money in ways the public value. 13. Lead and manage own cluster/department in accordance with the law and our values, and ensure that safety, sustainability, partnership working and inclusivity run through all activities. 14. Take command of incidents and act as the nominated Fire Gold as required. | |  | | |

**GMFRS Area Manager Person Specification – GENERIC**

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| **Required Attribute** | **Essential/Desirable** |
| **Qualifications**  Member of a suitable professional body (e.g. IFE)  Educated to degree level or equivalent in a relevant subject | Desirable  Desirable |
| **Experience**  Minimum Substantive Group Manager  Minimum of 12 months experience as a Group Manager (temporary or permanent)  Minimum of 12 months experience as a Flexi Duty System Officer (temporary or permanent) within the last two years  Experience and demonstrable evidence of successful performance when working at a Middle Manager level in more than one department and discipline  Demonstrable evidence and experience of managing Strategic Partnerships  Experience in the management and operational command and control of incidents  Demonstrable experience of leading & delivering change and improvement in a complex organisation | Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| **Knowledge**  Substantial and demonstrable knowledge and understanding of fire & rescue operations necessary to undertake the role of strategic operational Incident Commander  Knowledge of the national, regional and local political operating climate of the FRS within the context of the Government’s modernisation agenda  Knowledge of the statutory role, powers and responsibilities of the FRS  Knowledge of corporate governance; financial; risk management; strategic planning and programme management principles and practice  A clear understanding of the processes required for effective change management  Knowledge of the Integrated Risk Management planning process, including risk assessment principles  Knowledge of the principles and practice of fire & rescue service performance assessment in the context of Local Area Agreements and Comprehensive Area Assessment  Excellent health and safety knowledge within a complex organisation | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Desirable |
| **Skills and Abilities** – more detailed information is available here  Competency Framework  Leadership  Relationship Building, Influencing and Negotiating  Analysis and Decision Making  Leading Change  Achieving Results  Achieving Excellence  Organisational and Strategic Perspective | Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential |