

# **HUMBERSIDE FIRE AND RESCUE SERVICE**

## **JOB DESCRIPTION**

### **(Support Services Posts)**

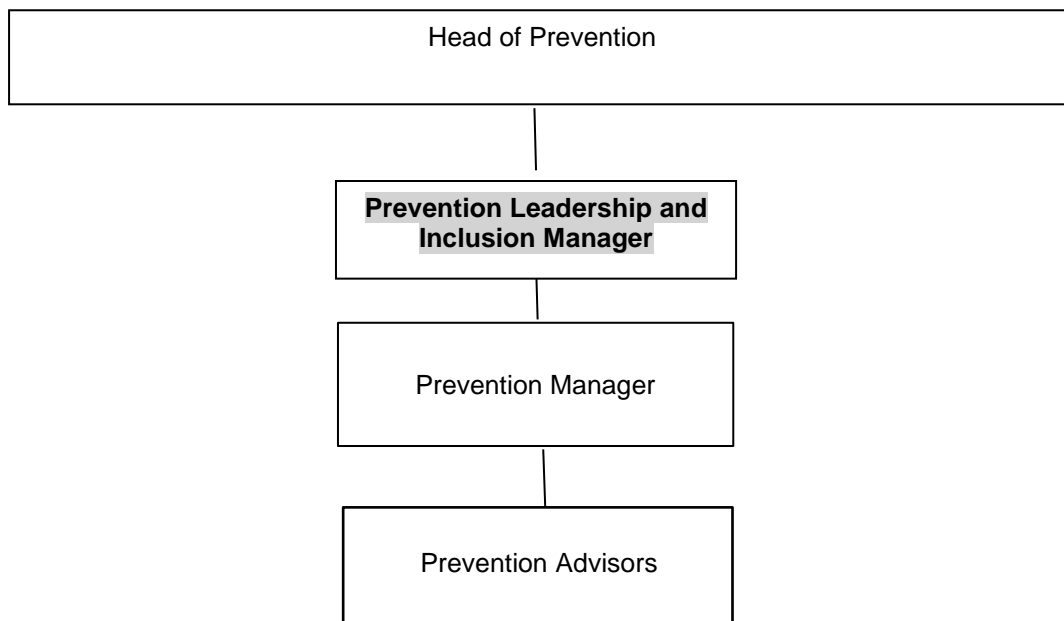
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|--|-------------------|
| <b>POST TITLE</b>  | <b>POST NO.</b>   |
| Prevention Leadership and Inclusion Manager  | TBC               |
| <b>SECTION/DIVISION/LOCATION</b>   | <b>POST GRADE</b> |
| Prevention   | Grade 11          |
| <b><u>OVERALL PURPOSE OF THE JOB</u></b>   |                   |
| <p>Reporting to the Head of Prevention, the post holder will lead on, co-ordinate and support activities for prevention, including the Public Sector Equality Duties associated with Prevention. The post will lead and manage the delivery and performance outcomes across all prevention and safeguarding activities in line with the prevention tactical plan, including leading on, Home Fire Safety Visits specifically leading on the services offering and resources, as well as lead for water safety and other areas of prevention delivery, community engagement and inclusion.</p>  |                   |
| <b><u>KEY ACTIVITY AREAS/MAIN DUTIES</u></b>   |                   |
| <ol style="list-style-type: none"><li>1. Lead on and co-ordinate the provision for the Home Fire Safety Visit (HFSV) offering across HFRS, including leading on forecasting, budget monitoring and resourcing of smoke detector provision.</li><li>2. Lead on and co-ordinate the development of key Home Fire Safety Visit services, such as the Person-Centred Framework approach, with the Prevention Leadership Managers.</li><li>3. Lead on and co-ordinate the embedding of Public Safety Equality Duties (PSED), as defined in the HFRS PSED plan, specifically across the delivery of prevention and protection activities.</li><li>4. Lead on ensuring prevention activities meet outcomes across the impact of equality, diversity and inclusion and the delivery of accessible activities to protected characteristics as defined in law, with the Prevention Managers.</li><li>5. Work with partners and key stakeholders locally, regionally, and nationally in prevention to improve the delivery of Home Fire Safety Visit services.</li><li>6. Lead on the service delivery of water safety and flooding prevention outcomes including representation at local, regional, and national meetings.</li><li>7. Lead on Safeguarding including Serious Incident Reviews across HFRS, ensuring policies and procedures are embedded in line with national guidance and legal requirements.</li><li>8. Lead on and manage Quality Assurance to ensure operational crews and prevention staff are in line with policy and guidance for delivery, reporting on outcomes and providing feedback as appropriate.</li><li>9. Lead on performance measures effectively measuring engagement and report on the evaluation of prevention and inclusion outcomes, influencing changes in delivery accordingly and driving continuous improvements.</li><li>10. Represent the Service at meetings with internal and external stakeholders at Service, regional and national level as appropriate, including working with the NFCC structures to ensure HFRS prevention co-ordination is in line with national guidance.</li><li>11. Lead on the management of relationships with volunteer organisations in the delivery of prevention services, such as the British Red Cross.</li><li>12. Co-ordinate and lead on the content of software systems, for the delivery of activities in line with the prevention tactical plan.</li><li>13. Oversee the use of software systems for performance management and prevention activity delivery to engage with the community, particularly including CFRMIS, Microsoft Planner and PowerBI.</li></ol> |                   |

14. Assistance and co-ordination in supporting national, regional, and local campaigns, and lead on managing prevention community events and engagement activities.
15. Support the delivery of community cohesion activity across Humberside, liaising with community groups across the area on HFRS strategies and the prevention tactical plan.

**NOTES**

16. The post holder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility
17. The post holder is required to comply with the relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the Core Code of Ethics, provisions of equal opportunities, safeguarding, data protection and health and safety legislation so far as they relate to the post and the post holder.

**POSITION IN ORGANISATION**



**JOB REQUIREMENTS**

The Prevention Leadership Manager will adopt a proactive approach to the role and demonstrate the following personal qualities:

- Commitment
- Lead by example
- Enthusiasm for innovation and continuous improvement
- Ethical Leadership
- Diplomacy
- Openness whilst maintaining confidentiality
- High level of attention to detail and commitment to achieving high standards
- Highly motivated and a strong motivator
- Resilient and tenacious
- Ability and willingness to travel within the Humberside Fire & Rescue Service area
- Ability and willingness to work out of hours when necessary to meet the requirements of the role

**Knowledge and Skills**

- Leadership qualification (at least level 5 or equivalent)
- Leadership of activities within the Service, related developments and their effective implementation
- Excellent communication and interpersonal skills with the ability to build strong working relationships with senior managers, line managers and other internal and external stakeholders across multiple teams
- Influence and challenge appropriately

- Exceptional knowledge of HFRS safeguarding roles and responsibilities and legislation, including qualification across levels 1 – 3 in safeguarding children and adults.
- Self-motivated, works autonomously using own initiative seeking advice and guidance from line manager as appropriate
- Working as part of the wider Prevention and Protection leadership team

#### Creativity and Innovation

- Ability to challenge the status quo in a constructive way
- Leadership of change management
- Preparation and presentation of safe and well, equality and safeguarding activities in a way which meets the needs and capabilities of the intended readers and best promotes HFRS key messages and campaigns
- Preparation and presentation of reports in a way which meets the needs and capabilities of the intended readers and best promotes the intended message
- Exceptional use of engagement, consultation, negotiation and interpersonal skills
- Determination of appropriate advice, balancing desired outcomes, Service objectives and legal requirements
- Translation of national guidance and priorities (such as from the NFCC and legal requirements) into HFRS working practices

#### Decision Making

- Lead on making appropriate decision, affecting positive outcomes to the delivery of prevention, including the development of safe and well activities, with equality and inclusivity at its core.
- Determine resourcing requirements and actively task resources in the delivery of safe and well, equality, inclusion and safeguarding outcomes.
- Manage budgetary requirements as necessary for the delivery of safe and well outcomes.

#### Contracts and Relationships

- Executive directors as required, specifically in relation to HFRS safeguarding outcomes.
- Directors – as required - to discuss particular issues or receive information/instructions
- Heads of section – as required - to discuss particular issues or receive information/instructions
- Prevention and Protection managers – Frequently - to discuss issues and challenges and to discuss and agree appropriate approaches to meet requirements
- Line Manager
- Wider Prevention teams and operational crews – frequent - including managers for the delivery of communication and administration activity
- NFCC colleagues as appropriate

#### Responsibility for Resources

- Joint responsibility with others for security and use of personal and sensitive personal information about employees and appropriate budgets
- Joint responsibility across all prevention related resources
- Office equipment
- Software and Hardware in relation to safe and well delivery
- Information (personal and confidential)

### **WORK ENVIRONMENT**

#### Work Demands

- Work to pre-determined deadlines for the production of reports and research information. These may be subject to change due to the complexities of particular projects as identified by the post holder
- Work subject to management of conflicting deadlines, e.g. policy development programmes versus short-term project work requiring immediate action
- Prioritise the work of others across the delivery of prevention, including dedicated roles and operational crews

#### Physical Demands

- All duties can be performed with normal physical effort

#### Working Conditions

- The majority of work performed will be in an office environment with some home and remote working

Work Context

- Work involves minimal risk to personal safety

|                      | <b>Signature</b> | <b>Print Name</b> | <b>Designation</b> | <b>Date</b> |
|----------------------|------------------|-------------------|--------------------|-------------|
| <b>PREPARED BY:</b>  |                  |                   |                    |             |
| <b>CONFIRMED BY:</b> |                  |                   |                    |             |
| <b>RECEIVED BY:</b>  |                  |                   | Post Holder        |             |

**Note:** The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.