**WEST YORKSHIRE FIRE & RESCUE SERVICE.**

# JOB DESCRIPTION.

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| **POST TITLE:** | Director of Corporate Services. |
| **GRADE:** | TBA. |
| **RESPONSIBLE TO:** | Chief Executive / Chief Fire Officer. |
| **RESPONSIBLE FOR:** | Committee Administration Manager  Legal Services Officer  Corporate Services Manager  Service Improvement Manager. |
| **PURPOSE OF POST:** | Ensure that the Authority has effective corporate governance arrangements in place through the leadership and management of corporate functions such as Legal services, committee services and governance, Information Governance including Freedom of Information and GDPR.    To discharge the statutory duties of the Monitoring Officer, ensuring that the Authority fulfils its lawful obligations, statutory duties, and performs its functions and activities in accordance with the law and the principles of good governance. |

##### MAIN DUTIES AND RESPONSIBILITIES

1. Support the Chief Executive and Management Board to discharge the duties of the Fire & Rescue Authority and make recommendations on suitable policies to adopt in respect of all Employment Services functions.
2. To discharge the statutory duties of the Monitoring Officer, ensuring that the Authority fulfils its lawful obligations, statutory duties, and performs its functions and activities in accordance with the law and the principles of good governance.
3. To ensure the Authority and its elected Members maintain the highest standards of conduct.
4. Co-ordination and organisation of the Authority’s democratic Committee and Members’ Services, and responsibility for its ethical and corporate governance and for ensuring statutory compliance in relation to the proper conduct of Authority business and co-ordination of the Authority’s Committees.
5. To report on matters he/she believes are, or are likely to be, illegal or amount to maladministration.
6. To be responsible for matters relating to the conduct of Councillors.
7. To ensure robust Monitoring and Governance arrangements are in place at all appropriate levels.
8. To advise the Authority and its Committees on policy strategy and implementation issues relating to ethical and corporate governance.
9. To keep under review and make proposals when appropriate for the amendment of Authority Standing Orders and related matters.
10. To arrange the maintenance of such corporate records and registers as are required by legislation and/or Standing Orders. Custody of the Corporate Seal.
11. Responsibility for the efficient organisation of all meetings of the Authority and its Committees and to personally attend and advise Members attending meetings of the Authority and its Committees in connection with the discharge of their responsibilities.
12. Direct preparation of reports as necessary and co-ordination of reports prepared by other officers.
13. Corporate management responsibility for development of corporate strategies Best Value and Efficiency and management of Corporate Support staff.
14. Corporate management responsibility for Senior Information Risk Owner (SIRO) for Data Protection, GDPR and Freedom of Information issues and to fulfil the statutory role of Data Protection Officer.
15. To develop, support and promote a culture of continuous improvement and customer-focus across the Directorate.
16. To promote the development of the Authority as an organisation that embraces modern business methods, flexible management arrangements and agile working to enable fast and effective organisational change, to meet increasing customer and stakeholder expectations and improve value for money.
17. To carry out statutory duties allocated to the post and act as expert officer as required by the Authority.
18. To develop and implement organisational policies and goals; to drive quality and performance improvement throughout the directorate. To ensure all strategies; procedures and activities are delivered effectively.
19. To be a role model for effective and positive leadership behaviour that is outcome focused and future - and transformational - orientated.
20. To act as an ambassador for the Authority, promoting and developing it’s image and championing the interests of stakeholders and partners.
21. To form robust alliances and develop effective working arrangements with partners, other related organisations, government departments, user groups, business and voluntary sector groups, where appropriate.

**General duties:**

* Membership of the Management Team
* Membership of the Management Board
* Liaison with other Directors
* Liaison with relevant Local and Central Government departments
* Other assignments as directed by the Chief Executive / Chief Fire Officer.

**External duties and responsibilities:**

* Represent the Fire & Rescue Authority on Regional and National bodies and committees as appropriate.

**PERSON SPECIFICATION**

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|  | **Experience** | **Essential/**  **Desirable** | **Source** |
| 1 | In-depth knowledge of laws and regulations that apply to local government, fire authorities and experience of advising on  Compliance. | Essential | Application & Selection  Process |
| 2 | Experience of working in the public sector/local government. | Desirable | Application |
| 3 | Experience in identifying and leading the introduction of major Service improvements. | Essential | Application & Selection  Process |
| 4 | Experience of local authority committee administration including a thorough understanding of the democratic processes. | Essential | Application &  Selection  Process |
| 5 | Experience of formulating, leading and implementing strategies and programmes which cross services and boundaries. | Essential | Application &  Selection  Process |
| 6 | Working with elected members in a politically sensitive environment. | Essential | Application |
| 7 | Experience of working at a senior level participating in strategic and policy decision making. | Essential | Application |
| 8 | Demonstrable commitment to equality and diversity issues in both service provision and employment practices. | Essential | Application |
| 9 | Demonstrable track record of working effectively with others, leading teams and building effective relationships. | Essential | Application |
| 10 | Experience in managing and leading proactive change/transformation. | Essential | Application |

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|  | **Education and Training** | **Essential/**  **Desirable** | **Source** |
| 11 | Relevant degree or alternative equivalent qualification. | Essential | Application |

|  | **Special Knowledge and Skills** | **Essential/**  **Desirable** | **Source** |
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| 12 | Resource management – management of staff resources, financial management planning and budget monitoring. | Essential | Application |
| 13 | Strong personal integrity, approachable, and highly motivated. | Essential | Application & Selection Process |
| 14 | Pragmatic, astute, resourceful and enthusiastic with a flexible approach to work demands and practices. | Essential | Selection process |
| 15 | Appreciation of the corporate ethos and objectives of the  Service e.g. in service delivery, equality and diversity etc. | Essential | Application & Selection Process |
| 16 | An understanding of the challenges facing public sector  organisations and in particular the fire and rescue service. | Essential | Application |
| 17 | Knowledge of the national, regional and local political  environments and strategies. | Essential | Application & Selection Process |
| 18 | Excellent working knowledge and practice of corporate  governance, financial and risk management, strategic  planning, and programme management. | Essential | Application & Selection Process |
| 19 | Sound working knowledge of the Standards of Conduct of  Local Government.  Knowledge and understanding of relevant statutory duties and  services provided by Local Government and fire authorities. | Essential | Application & Selection Process |
| 20 | Effective and confident leadership style with excellent  inter-personal skills. | Essential | Application & Selection Process |
| 21 | Good political and organisational awareness and commitment  to excellence. | Essential | Application & Selection Process |
| 22 | Clear, strong and persuasive communicator. | Essential | Application & Selection Process |
| 23 | Excellent ICT, presentational skills and excellent report  writing and analytical skills. | Essential | Application & Selection Process |
| 24 | Knowledge of national issues affecting the delivery of local public services. | Essential | Application & Selection Process |
| 25 | Personally resilient with the ability to cope with high workloads and deadlines. | Essential | Application & Selection Process |
| 26 | Hold a full current driving licence. | Essential | Application. |

Job Description Reviewed By John Roberts / Ian Brandwood 22/02/2022