

Bedfordshire Fire & Rescue Service - Details of Responsibilities as at 31.3.24 for Positions within the top three levels of the organisation

In accordance with the **Local Transparency Code 2015 (para 49 Senior Salaries)** the Service must publish annually details of the responsibilities of the positions within the organisation whose salary is in excess of £50k and the top three levels of the organisation.

Job Title	Responsibilities
<i>Strategic Command Team comprising Principle Officers</i>	<i>Strategic issues and for long-term leadership, forward planning and steering policy formulation</i>
Chief Fire Officer	Overall leadership, management and accountability for Bedfordshire Fire and Rescue Service and the services it provides to the public.
Deputy Chief Fire Officer	To support the Chief Fire Officer in the efficient and effective leadership and management of Bedfordshire Fire & Rescue Service. Designated deputy for the Chief Fire Officer and responsible for the day to day running of the Service. Has responsibility for Operational Response, Prevention & Protection and the ICT functions.
Assistant Chief Fire Officer	To support the Chief Fire Officer in the efficient and effective leadership and management of Bedfordshire Fire & Rescue Service. Has responsibility for Training and Assurance and Human Resources.
Assistant Chief Officer	Treasurer to the Authority with statutory authority duties, administration of the finances of the Fire Authority, lead and manage the finance, procurement, strategic support and asset management.
<i>Corporate Management Team comprising the Strategic Command Team and Heads of Service</i>	<i>The general decision making body for the Service which supports functional and geographical command areas. The Team manages the Service to meet the aims, objectives and priorities of the Corporate Plan.</i>
Head of Training & Assurance	Temp role for interim structure. To provide leadership to the Service in relation to Training, Health & Safety and Service Assurance.
Head of Strategic Support & Asset Management	Temp role for interim structure. To provide leadership to the Service in relation to Strategic Support, Transport & Engineering Teams and Estates and Facilities.

Head of Response	Functional leadership of the operational response team and response support team, respond to, take command of and resolve operational incidents in the role of Area Commander, direct, plan, manage and allocate, the operational resources to meet operational Service Delivery. Ensure an effective service in line with targets set by the risk management plan. Ensure an effective Service Mobilising Control function operates. Ensure the effective provision of Operational Response Support, including the provision and management of operational risk strategy, planning, information and systems, specialist operational support capabilities and the Service civil resilience arrangement are in line with relevant statutory requirement and national and regional guidance and best practice.
Head of Prevention & Protection	Functional leadership of the Prevention and Protection Team, take command of and resolve operational incidents in the role of Area Commander. Ensure the effective provision of legislative and community safety services, including development of legislative fire safety and community safety strategies, policies and procedures and the provision of technical guidance and advice to practitioners. Support and coordinate the work of the Prevention and Protection function with other emergency services and agencies, developing partnerships and collaborative arrangements on a local, regional and national basis.
Head of Human Resources	Management of and responsible for core Human Resources, Employee Relations, Occupational Health and Fitness, Payroll Services, Recruitment and Selection and Equality, Diversity & Inclusion.
Head of ICT	Overall technical responsibility for all Service communications and IT systems both emergency and administrative. Provide, develop and maintain business information systems. Management of and responsible for Business Information, project management office and Shared ICT Services.

<i>Other positions in the top 3 levels of the organisation</i>	
Head of Communications & External Affairs	To lead on Communications and External affairs, developing and delivering a highly effective, proactive communications and external affairs capability on behalf of BFRS, its' FRA members, the public and our communities. To manage the Communications team.
Head of Finance	Responsible for leading and motivating a team in the provision of an excellent finance function, contributing to the strategic objectives and priorities of the Service, leading on the preparation of the annual budgeting process, the Statement of Accounts, statutory reporting requirements, VAT, treasury and financial systems.
Procurement Manager	Ensure that the Authority adheres to best procurement practice, and is compliant with internal standing orders, policies and contract legislation.
Finance Manager	Assist the Head of Finance in servicing the financial needs of internal customers and to lead and develop the provision of their accountancy, budgeting and financial advice. Provide financial expertise and assurance to support the Head of Finance in the effective management control of the authority's Medium-Term Financial Strategy, corporate revenue budget, capital programme and Annual Closure of Accounts process. Act as deputy to the Head of Finance.
Group Commander Strategic Support	To provide leadership, management and coordination of all Strategic Support resources and Strategic Project delivery. To provide support to the Head of Strategic Support and Assurance (HSSA) and Principal Officers. To act as deputy to HSSA as required and assist in the development and ongoing progress of the CRMP. To deliver Strategic Support for the Bedfordshire Local Resilience Forum (BLRF) and to support and deputise for the BLRF Chief operating Officer as required. To act as the BFRS tactical lead for BLRF. Respond to, take command of and resolve operational incidents in the role of Group Commander.
Transport & Engineering Manager	Lead, manage and coordinate all Service Technical and Transport and Engineering resources. Responsible for ensuring the provision, maintenance and disposal of appliance, vehicles and operational equipment is economical, efficient and effective, meets service delivery needs and complies with all relevant statutory requirements.
Estates & Facilities Manager	Direct, develop, manage and advise on the efficient, effective and economic use of all land and buildings held by the Fire and Rescue Authority and of Office Services, Catering and Site Team to ensure efficient and effective performance. To ensure that the Estates & Facilities service area adheres to all applicable statutory requirements and regulations.
Employee Relations Manager	Advise and guide the Service on all HR policies and procedures. Oversee the Occupational Health unit. Contribute to the development of corporate policy and practice. Act as Deputy to the Head of Human Resources.

Training Centre Commander	Responsible for the leadership and management of Service systems and resources for the identification of organisational training and development needs and the provision of internally and externally delivered solutions to meet identified needs to support the maintenance of a competent and skilled workforce. To assist in the development and implementation of Service training and development strategy plans and policies. Respond to, take command of and resolve operational incidents in the role of Group Commander.
Health & Safety Adviser	Responsible for the provision of professional health and safety advice, guidance and policy development support. Assist the Service in complying with all relevant statutory duties, provisions and best practice.
Business Application Manager	Contribute to organisational change. Responsible for improvement and optimisation of business processes and applications. Ensures the Service's data protection arrangements are effective with associated information security controls. Responsible for the identification and analysis of activities, processes and business impact.
Programme and Project Management Office Manager	Establish, and continually improve the Project Management Office (PMO) function to deliver successful outcomes for the Community Risk Management Plan (CRMP) and other strategic initiatives.
ICT Service Delivery Manager	Responsible for leading and managing the provision, delivery and support of a comprehensive ICT service to both BFRS and CFRS. Responsible for ensuring the services provided meet the agreed Customer Service Agreement and are in-line with the strategic objectives and the priorities of both Services.
Group Commander Operations North	Responsible for the command of all operational response resources and services within the designated area, providing leadership, management and coordination of all fire station and fire control resources, contributing to the development and implementation of operational strategy, policies and plans. Respond to, take command of and resolve operational incidents in the role of Group Commander.
Group Commander Operations South	Responsible for the command of all operational response resources and services within the designated area, providing leadership, management and coordination of all fire station and fire control resources, contributing to the development and implementation of operational strategy, polices and plans. Respond to, take command of and resolve operational incidents in the role of Group Commander.

Group Commander Response Support	To provide leadership, management and coordination of all Response Support resources and to be responsible for managing systems for the provision of operational planning and risk information, operational availability and rota management, development of standard operational procedures, incident debriefing, civil resilience, operational water supplies, and the planning and coordination of Service operational exercises, so as to support effective emergency response and improve firefighter safety. Respond to, take command of and resolve operational incidents in the role of Group Commander.
Group Commander Project Office Support Manager	As the Project Manager for the On-call Improvement Project to ensure the delivery of improvements to the effectiveness, efficiency and economy of the operation of the On-call Duty System within Bedfordshire Fire and Rescue Service by coordinating all aspects of the projects and personally undertaking the development, consultation and implementation work on key aspects of the projects (e.g. policy/procedure, IT, HR/Payroll).
Group Commander Prevention	Provide leadership, management and coordination of all Service community safety resources and to be responsible for the effective coordination, planning, support, evaluation and review of the Service's delivery of community safety work, to reduce risk in the community. Respond to, take command of and resolve operational incidents in the role of Group Commander.
Group Commander Protection	Lead, manage and co-ordinate all Service wide fire safety resources, manage the risk based fire safety inspection, audit and consultation programme, oversee the fire safety input into major and /or complex building projects and maintain effective partnerships with key stakeholders in order to reduce fire risk within the community. Respond to, take command of and resolve operational incidents in the role of Group Commander.
Partnership and Engagement Manager	Develop and manage partnership strategies and plans, and collaboration.