

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION**

<b>Department</b>	<b>Service Delivery</b>
<b>Post</b>	<b>Director of Service Delivery</b>
<b>Role</b>	<b>Assistant Chief Fire Officer</b>
<b>Location</b>	<b>Headquarters</b>
<b>Responsible to</b>	<b>Chief Fire Officer</b>
<b>Responsible for</b>	<b>Operations (WDS &amp; On-Call), Risk Reduction (Business Fire Safety &amp; Community Safety) and Fire Control</b>

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service’s business requirements.**

<b>MAIN PURPOSE OF THE POST</b>
To ensure the efficient delivery of activities relating to Operations (WDS & On-Call), Risk Reduction (Business Fire Safety & Community Safety) and Fire Control.
To provide executive cover and support to the Chief Fire Officer.

**Key Responsibilities.**

1. To assume command of the Service in the absence of the Chief Fire Officer and Deputy Chief Officer and take such decisions and attend operational incidents as required.
2. To be a member of the Executive Leadership Team.
3. To assist in negotiations and liaison with accredited representatives of personnel and to Chair the Other Ranks Negotiating Committee.
4. To serve on Working Parties and Tribunals and attend meetings as directed and/ or requested.
5. To regularly monitor and consider opportunities for improving the efficiency of the Service’s effectiveness.

6. To prepare and present reports to the Fire and Rescue Authority and any of its committees, as required by the Chief Fire Officer.
7. To serve on such Regional and National Committees as may be agreed with the Chief Fire Officer and Fire and Rescue Authority.
8. To identify key future events in the area of the Authority and initiating research and projects to determine their impact on the Service Delivery Directorate.
9. To co-ordinate the Services' activities regarding the environmental impact of the Service Delivery Directorate.
10. To lead and manage the Service Delivery Directorate in a corporate and co-ordinated manner and in accordance with the Service's Corporate Plans. To ensure relevant performance standards and targets are set, monitored, reviewed and evaluated in accordance with those plans.
11. To co-ordinate relevant budgetary requirements and submissions for inclusion in the annual estimates.
12. To oversee the Operations Department to cover WDS and On-Call duty systems.
13. To oversee Risk Reduction Department to cover Business Fire Safety and Community Safety.
14. To oversee Fire Control working in collaboration with Mid & West Wales FRS and South Wales Police at the Joint Fire Control.
15. To promote Health and Safety in the workplace in accordance with the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and such other legislation as may be appropriate to the individuals working situation. To take reasonable care for own health and safety and that of others who may be affected by your actions. Rectify as far is reasonably practical or report to senior management, any work situation which might give rise to serious or imminent danger. More specific guidance on individual responsibilities can be found in Brigade Order 14, HSGN 2.
16. To promote the principles of the service's Equal Opportunities and Diversity Policies and Welsh Language Schemes, challenging inappropriate behaviour, attitudes and discrimination at all times.
17. To discharge such other duties as may from time to time be required by the Chief Fire Officer.

