

## Job Description

<b>Post Title:</b>	Group Manager		
<b>Directorate:</b>	Service Support		
<b>Department:</b>	Service Support		
<b>Location:</b>	Leicestershire Fire and Rescue Service Headquarters		
<b>Grade:</b>	Group Manager	<b>Date:</b>	January 2025

<b>Responsible To:</b>	Area Manager
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<b>Liaison With:</b>	All internal personnel and departments plus wide range of external stakeholders.
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### Purpose of Job:

- Assist in the development, implementation and delivery of strategic Service and Area objectives via Station Managers and ensure their effective and efficient implementation.
- Respond to operational incidents adopting the appropriate role within the incident command system

## **Main Activities, Duties and Responsibilities:**

1. Managing and assuring the quality of service for one or more functional areas.
2. Managing people and their activities to ensure effective service delivery and achievement of the organisations objectives.
3. Managing resources and projects and communicating information to ensure continuous improvements.
4. Manage activities to ensure a working environment that is healthy, safe and productive.
5. Manage the efficient and effective use of physical and financial resources to support activities and to achieve the objectives of the business plan.
6. Manage and develop self and others; to improve personal and team performance and then identify and select people to achieve human resource planning and management objectives.
7. Manage information by establishing and maintaining horizontal and vertical communications to improve service delivery and to support and develop organisational goals.
8. To devise and meet organisational business plans, co-ordinate and close projects relevant to their functional area.
9. Provide management support and leadership in the delivery of an emergency service as incident commanders and in other incident support roles.
10. To ensure that all tasks associated with this post are carried out to clearly reflect Leicestershire Fire and Rescue Service's Equality and Diversity policies.
11. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety policies at all times.
12. To undertake to carry out any such duties, as may from time to time, be agreed and directed by the Chief Fire and Rescue Officer, which are commensurate with the grade.

## **Other**

1. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
2. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
3. To carry out such duties as may from time to time, be agreed and directed by the Chief Fire Officer which are commensurate with the grading of this post.

## Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

**Signature of Post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

## Additional Information for Job Evaluation

<b>Budget Directly Responsible For:</b>	
<b>Budget Indirectly Responsible For:</b>	
<b>Number of employees Responsible For:</b>	
<b>Qualifications and Experience Required:</b>	