LEICESTERSHIRE FIRE and RESCUE SERVICE

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Job Description

Post Title:	Assistant Chief Fire and Rescue Officer		
Directorate:	Service Delivery		
Location:	Headquarters		
Grade:	ACFO	**Date:**	October 2026

Responsible To:	Chief Fire and Rescue Officer

Liaison With:	Combined Fire Authority, Strategic Leadership Team, external stakeholders and partner agencies.

Purpose of Job:

- To effectively lead and manage the Directorate ensuring sustainable, high quality services, and as part of the Strategic Leadership Team (SLT) provide strategic leadership and direction to deliver a high performing Fire and Rescue Service.
- To provide senior command at operational incidents and fulfil the role of 'Gold Commander' at multi-agency incidents.
- To provide advice, information and technical expertise to the Fire Authority, its Members, strategic leadership and staff on a broad range of matters ensuring the Service carries out its statutory responsibilities within legislative and policy requirements.
- To act as a role model and represent LFRS at strategic meetings and forums, liaising with partners and stakeholders locally, regionally and nationally.
- To demonstrate the behaviours set out at the 'Leading the Service' level of the National Fire Chiefs Council (NFCC) Leadership Framework across its four areas (Personal Impact, Outstanding Leadership, Service Delivery and Organisational Effectiveness), underpinned by operational and professional expertise.

Main Activities, Duties and Responsibilities:

The duties below are grouped under the four areas of the NFCC Leadership Framework, with the operational and professional expertise that underpins them.

Operational and Professional Expertise

- Provide continuous duty availability for the purposes of operational command (Gold Rota) and any other matters as directed by the Chief Fire and Rescue Officer, maintaining operational competence and role modelling resilience under pressure.

- Ensure the Fire Authority's statutory responsibilities are carried out effectively and within legislative and policy requirements, acting as a professional advisor to governance at all levels and ensuring the approach to corporate risk is well considered and reasonable.

Organisational Effectiveness

- Develop, monitor and deliver the Service's strategies, corporate priorities and objectives via the Programme Performance Management framework, taking a long-term view of the political, social and economic landscape and providing advice, guidance and support to colleagues as applicable.

- Attend, prepare and present reports to the Combined Fire Authority and other allocated meetings, including the Strategic Management Team, to provide professional advice and to promote the work of Leicestershire Fire and Rescue Service.

- Lead and evaluate organisational change, challenging the status quo, comparing performance against other fire and rescue services, public services and relevant sectors, and ensuring changes are embedded in the organisation.

- Take responsibility for crafting key organisational messages, monitoring and evaluating how they are received and passed down the organisation.

Service Delivery

- Ensure the effective and efficient allocation, monitoring and management of financial, physical and other resources within all areas of responsibility, and oversee and manage the Directorate's allocated budget to ensure fiscal responsibility and provide value for money now and into the future.

- Identify, promote and lead the delivery of service improvement solutions and initiatives, where appropriate in collaboration with other services, encouraging innovation (including new technology) to achieve value for money, service efficiencies and high quality outcomes for communities in Leicester, Leicestershire and Rutland (LLR).

- Implement systems to measure the quality of decision making and service delivery, using evidence from the Service and other organisations to set direction and to learn lessons.

- Build and sustain collaborative relationships with Members, partners and high-level stakeholders to shape and influence wider public service delivery, reducing barriers to effective working.

Outstanding Leadership

- Ensure that the duties of Service Principal Officer with specific responsibility for the Service Directorate are carried out by managing the work of the Area Managers within span of control in accordance with statutory requirements and professional standards, setting clear direction and devolving responsibility to the appropriate level.

Personal Impact

- Represent Leicestershire Fire and Rescue Service and/or the Chief Fire Officer at local, regional, national and international events and forums as required, and be an ambassador for the Service at all these levels, communicating with passion and integrity to maintain and elevate its reputation.

- Champion and promote equality, diversity and inclusion within the Service and the community, role modelling inclusive behaviour and upholding the Service's values and professional standards.

- Embed wellbeing and mental health in Directorate strategies, with systems in place to monitor and support employee and organisational wellbeing.

- Evaluate own performance, seek feedback and take steps to continuously improve, undertaking such other duties and training as may reasonably be required consistent with the level of responsibility within the organisation.

Other

- To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.

- To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.

- 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.

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.