**Job and Person Profile (JPP)**

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| **Job details** |
| **Job title** | Partnerships and Delivery Manager |
| **Job Reference** | 18186 |
| **Grade and Salary** | Crew Manager in accordance with NJC pay scales, or;Grade 5 - £33,366 per annum (pro rata if part time) - This role includes performance related pay progression |
| **Service and Team** | Suffolk Fire and Rescue Service, Prevention department |
| **Location** | Ipswich East Station, The Havens, Ransomes Europark, Ipswich, IP3 9SJ |
| **Hours per week** | 42 (Grey Book) or 37 |
| **Status** | **Permanent** |
| This role may offer the following flexible working options | * *Working part time hours (eg different hours/days to those advertised)*
* *Job sharing*
* *Working compressed hours (eg a nine-day fortnight)*
* *Term time working (including partial term-time working)*
* *Use of flexitime / time off in lieu*
* *Hybrid working options, including some home working*
* *Working from different Council buildings*
* *Working adjusted core hours (eg starting later and finishing later or other patterns)*
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| **About us** |

As a modern and effective council, we understand the importance of being flexible and well-connected in the ways we work. We focus our ambitions on doing what’s right for people, our partners and our communities - both now and for the future.

That’s why, as one of the largest employers in Suffolk, we believe in empowering everyone. Through career variety and collaborative working, accessible career paths and professional development.

The support and care we offer encourages and enables you to be the best you can be. To make a meaningful impact on the world around you. To achieve a unique sense of pride in what you do, why you do it and where. **Reimagine the possibilities.**

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| **Main purpose of the job** |

To support and assist the Prevention Manager in delivery of Prevention priorities by coordinating targeted prevention activity, ensuring the quality of information and service delivery to the public is of the highest standard and consistent with Service policy.

Implement departmental plans, advise relevant persons regarding community protection and maintain key relationships with partner agencies.

* To increase Home Fire Safety Visit activity amongst Station Based Personnel, Partner Organisations and Volunteers, ensuring the most vulnerable community members are prioritised.
* Assist the Prevention Manager in the delivery of Prevention objectives.
* To work to effectively discharge the principles detailed in SFRS Service plan, Community Risk Strategy, and Prevention Department Business and Delivery plans.
* To gather, analyse and present risk information to Response Command, while co-ordinating risk led initiatives.
* Co-ordinate Station Based Prevention delivery and assist with the quality assurance of performance.
* To support the evaluation of delivery methods, in line with the requirements of His Majesty’s Inspectorate of Constabulary and Fire Rescue Services.

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| **What you will be expected to deliver in the role** |

**Management of Staff**

* Assist all Prevention Managers to organise and prioritise Prevention activities and on a day-to-day basis, in support of the Prevention Department Business and Delivery Plans.
* Assist with coordination and management of SFRS Volunteers.

**Financial Responsibilities**

* Ensure that County Council regulations and practices are complied with in respect to equipment provision.
* Advise the budget manager on departmental equipment requirements.

**Personnel Responsibilities**

* Create and encourage effective working relationships. Ensure staff are informed, competent, supported and safe.
* Maintain arrangements for meeting statutory Health & Safety responsibilities; improve performance by improving a Health & Safety Culture.
* Empower all staff to deliver prevention objectives and build closer working relationships with Response personnel and partner agencies.

**General Responsibilities**

* Work with partners to identify opportunities for closer collaboration and joint working to maximise SFRS resources engaged in prevention activities.
* Contribute to effective partnerships and encourage close working relationships with other SFRS departments, voluntary, and statutory organisations in the delivery of prevention activities.
* Support and co-ordinate Station Based prevention activity, liaising with District Command teams, to ensure quality assurance and delivery of targets, as appropriate.
* Represent and support Prevention internal and external meetings, as required.
* Respond to and resolve non–routine queries and scenarios.
* Undertake project work, linked to the Prevention Business Plan, as required by managers.
* Support the management of resources directly linked to key role activities.

Although this list provides examples of what you will be doing it’s not intended to be exhaustive, and you will have personal objectives linked to our People Plans and Strategies that will be discussed and agreed with your line manager when you start.

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| **Person Profile – what you will bring to the team** |

**Qualifications and professional memberships**

1. Evidence of continuing professional development.
2. Suitable professional qualification at post graduate level or equivalent experience at seasoned professional level in a relevant area of work.

**Values and personal qualities**

1. Demonstrates a passion for making a positive difference for Suffolk.
2. Shares our [WE ASPIRE](https://www.suffolk.gov.uk/jobs-and-careers/working-for-suffolk-county-council/our-weaspire-values/) Values and strives to lead by example in relation to these.
3. A strong commitment to fairness and Equality, Diversity and Inclusion (EDI).
4. Strives to continuously improve in everything they do, taking the initiative to learn and develop.
5. Brings creativity into their work through innovation and openness to change.
6. Collaborates well with others and offers assistance and support to colleagues.
7. A demonstrable interest and passion for the role of education and Prevention work in support of community safety in Suffolk.
8. A credible and resourceful individual who can encourage others by example and inspire confidence through what they do and how they do it, rather than relying on position or profession.

**Specialist knowledge skills and experience**

1. Good communication skills: verbal, written, presentational to convey varied information to wide variety of stakeholders.
2. Ability to share knowledge and/or present new information to a range of audiences in a variety of circumstances.
3. Experience in delivery of Prevention based workstreams.
4. Understanding of key legislation covering Prevention activities and knowledge of FRS priorities.
5. Knowledge and understanding of station-based activities.
6. Ability to respond and adapt to changing needs and prioritise resources accordingly.
7. To assist with the management and development of wider networks and partnerships that will aid the Service enhance its services to the citizens of Suffolk, engaging in dialogue with relevant service partners and service regulators.
8. Demonstrable knowledge and understanding of Health and Safety Regulations.
9. Good understanding of prevention activities across the public sector with political awareness and understanding of local government.
10. Ability to support project management and contribute to project outcomes.
11. Represent the Prevention department on committees and working groups and carry out research and provide information in support of project work as directed.
12. Networking skills and proven ability to build and sustain productive relationships.
13. Support in engagement with Representative Bodies as required.

**Additional requirements**

1. Willingness to undertake training as required, to update knowledge and skills.
2. Ability to attend occasional meetings in the evening and at weekends.
3. Grey Book staff to maintain Operational Competence as per conditions of service.

If you think you have what it takes to be successful in this role, even if you don’t meet all the criteria, please apply. We’d appreciate the opportunity to consider your application.

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| **Our Values – WE ASPIRE** |



At Suffolk County Council our WE ASPIRE values set out the behaviours we expect from everyone in the organisation regardless of who they are, what their role or grade is or where they work.

The values have been developed through feedback and input from employees at the council and underpin how we go about our everyday work. They define us and help us to be the best we can be.

Visit our [**careers pages**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) for more information on our WE ASPIRE values.

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| **Our Customer Commitment** |



In addition to our WE ASPIRE values, we also have a **Customer Commitment** which sets out a number of strong principles that help support high standards of customer service and care that we can all endeavour to consistently demonstrate.

For more information, view our [**Customer Commitment poster.**](https://sccrecruit.blob.core.windows.net/assets/SCC/Other-Docs/17.06.2020_%20CUSTOMER_COMMITMENT_POSTER.pdf)

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| **Our Core Code of Ethics** |



At Suffolk Fire and Rescue Service, the Core Code helps every member to act in the right way in our service to the public and towards each other. The Core Code applies to everything we do. It will help us to continue to do our jobs professionally and to the best of our ability.

Visit the [**NFCC Core Code of Ethics page**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/) for more information.

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| **More information for recruitment applicants** |

We offer a fantastic working environment including diverse and active staff networks,

great flexible working options and many benefits, as well as the opportunity to improve the lives of Suffolk residents.

Visit the [**Suffolk County Council career website**](https://eoce.fa.em3.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_3001/pages/11002) to learn more, including information about adjustments to recruitment processes, our interview schemes and other commitments to equality, diversity and inclusion.