



THE ROLE

Assistant Director of Culture, Inclusion & Wellbeing

Department:	People Services
Role Code:	TBC
Grade/Role:	Grade 13
Responsible to:	Director of People Services
Responsible for:	Occupational Health Lead Fitness Lead Inclusion & Diversity Business Partner
Date Issued:	March 2024

Job Purpose:

Lead the *Culture* pillar of the Service's People Strategy, enabling the Service to meet its commitment to promoting a positive and kind culture, embedding strong positive values through every level of the Service.

Lead the Service's approach to Inclusion & Diversity, utilising best practice to create a framework aligned to the Service mission, vision and values that support the *Fair, kind, and inclusive workplace* pillar of the People Strategy.

Lead the provision of an efficient and high-quality health and wellbeing service, enabling the Service to meet its commitments in the *Wellbeing, safety, and health* pillar of the People Strategy.

Main Duties and Responsibilities:

1. To play a leading role in the implementation of the ECFRS People Strategy. Responsible for the ongoing development of a fair, kind, and inclusive workplace, a culture which is positive and kind but also focussed on service delivery and accountability and which values health and wellbeing.
2. Work with the Director of People Services to lead the development of the culture; wellbeing, safety, and health; and fair, kind, and inclusive pillars of the new People Strategy for 2024 -2029.

Culture

3. Continue developing and utilising the service Culture Dashboard. Work closely with the National Fire Chiefs Council and other FRSs to identify best practice. Develop a range of interventions in response to emerging trends.
4. Work closely with the Assistant Director of Human Resources to ensure teams are aligned and delivering services which lead to productivity and efficiency gains,

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Service improvement, organisational development, high performing teams and high performing individuals.

Wellbeing, safety, and health

5. Lead the Occupational Health and Wellbeing, and Fitness departments to maximise cost efficiency and quality of service, including managing all complaints relating to the teams, ensuring a swift and effective resolutions and improved practice where appropriate. Regularly review performance and report into the appropriate governance forum.
6. Manage contracts for the provision of Consultant OH Physician time, physiotherapy, and counselling and therapy services. Including undertaking provider reviews and site inspections.

Fair, kind and inclusive.

7. Lead development of strategic action plans which deliver our Service Strategies. Responsible for implementation of governance, monitoring, performance measurement and reporting arrangements to facilitate the effective scrutiny of progress against strategic equality objectives. Provide progress reports to OPFCC and Service Leadership Team.
8. Ensure that the service fulfils its legal obligations under the Public Sector Equality Duty and Gender Pay Gap. Meets the relevant fire standards and maximise opportunities such as Inclusive Employers Accreditation.

Cross-cutting

9. Monitor local and national developments in all areas of responsibility, ensuring that the Service can evaluate risk, anticipate change and maximise opportunities.
10. Build and manage relationships with key stakeholders, other Fire and Rescue Services and partner organisations as a strategic partner to the business, to keep abreast of developments and to improve the ability to implement the People strategy. Proactively seeking opportunities to work across Services and across organisations where this is the best way of achieving outcomes.
11. Work with Finance colleagues to monitor spending against all team's budgets. Prepare submissions for additional investment when required.
12. Develop, implement, and deliver the strategy for the Department to meet current and future ECFRS needs and achieve continuous improvements in service delivery. Participate with the Strategic Leadership Team, and their direct reports, in developing plans and strategies for ECFRS, and to contribute to the development of local and national strategy and plans.

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13. Manage and develop self and others to improve personal and team performance and achieve local and ECFRS objectives. Manage the efficient and effective use of resources to support activities and to deliver the departmental strategy.
14. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager. Completing Manager Self Service (MSS) processes where appropriate.
15. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.