



## **THE ROLE**

### **Station Manager Emergency Planning**

<b>Department:</b>	<b>Emergency Planning &amp; Strategic Assurance</b>
<b>Role Code:</b>	<b>EPSA03</b>
<b>Grade/Role:</b>	<b>Station Manager</b>
<b>Responsible to:</b>	<b>Group Manager Emergency Planning &amp; Strategic Assurance</b>
<b>Responsible for:</b>	<b>No line management responsibility</b>
<b>Date Revised:</b>	<b>January 2019</b>

#### **Job Purpose:**

To protect and save life, property and the environment by assisting in all matters concerning Emergency Planning & Strategic Assurance to ensure that they are suitable and sufficient to meet the needs of Essex County Fire & Rescue Service (ECFRS).

#### **Main Duties and Responsibilities:**

1. To assist in the day to day management and activity of the Emergency Planning & Strategic Assurance department.
2. Provide a strategic view in the planning and delivery of nominated sites in Essex. Compile and maintain a data base in conjunction with external agencies. The role will include providing SMB and Essex Fire Authority (EFA) assurance that proportionate strategic planning and response arrangements are in place.
3. To provide the Fire Authority with reports and assurance on the preparedness of the service in relation to sites that pose a significant risk.
4. To provide thematic strategic assurance as and when directed to SMB and EFA; To support all functional projects as instructed by the ACFO - Safer Communities.
5. To provide support to the ERF Planning Assurance Group to promote cohesive working with ERF Partners. To provide a mechanism to manage the delivery of training and exercising in areas that have been highlighted following analysis from the ERF as well as internal organisational needs.
6. To assist in the design and management of procedures applied in handling, containment and resolution of an emergency.

## Role Profile

7. To undertake both internal and external development to support the specific role within the Emergency Planning & Strategic Assurance department.
8. To promote, establish and maintain productive working relationships with colleagues and contacts external to the Fire Service.
9. Writing reports to the Strategic Delivery Board, SMB and EFA for Event Planning and Functional Projects. Liaising with the ERF Partners to share data around activity and organisational strategies to improve Emergency Planning & Strategic Assurance.
10. Representing ECFRS at multi-agency Boards, ensuring the best use of our resources. Manage and deliver projects as identified in the Emergency Planning and Strategic Assurance business plan.
11. To collate and analyse data for all areas of responsibility and provide regular and ad hoc reports as required. To manage, track and co-ordinate budgets, as delegated by Senior Management, related to Functional Activities. Authorise invoices and orders within agreed limits.
12. 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.
13. Any other duties commensurate with the responsibilities and grading of the post.