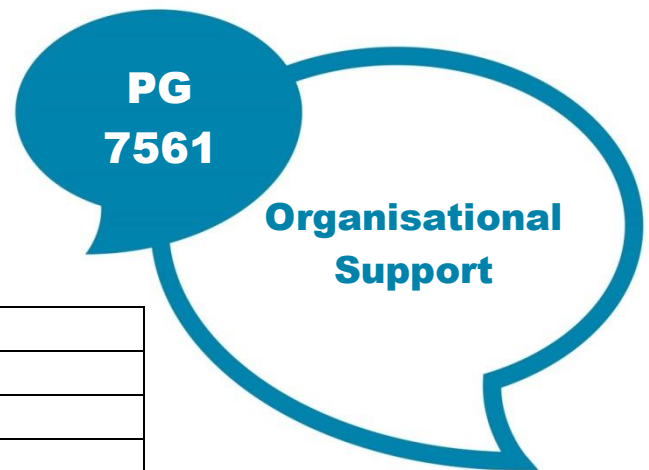


# Post Specification



<b>Date</b>	<b>August 2022</b>
<b>Post Title</b>	<b>Technical Services Manager - CFRS</b>
<b>Job Family Role Profile</b>	<b>OS16</b>
<b>Final Grade</b>	<b>16</b>

**To be read in conjunction with the job family role profile**

<b>Service Area description</b>
Cumbria Fire and Rescue Service – Technical Services Department
<b>Purpose of this post</b>
<p>To lead and manage the Cumbria Fire and Rescue Services Technical Services department including developing and delivering the fleet, PPE and equipment strategies</p> <p>Delivering fleet maintenance, procurement and transport resources including improving the provision for all stakeholders and customers.</p> <p>To take an active role in supporting the Services Leadership team in the drive for transformation and associated change across the Service.</p> <p>To provide project delivery and technical expertise to ensure services are delivered in order to meet all legal, ethical and economic responsibilities.</p>
<b>Key job specific accountabilities</b>
<ol style="list-style-type: none"> <li>1. Manage and coordinate the fleet maintenance activities including the planning and delivery of all planned and unplanned maintenance activities of the Fire and Rescue Service’s vehicle fleet.</li> <li>2. Manage and coordinate the Services’s transport resources function including the delivery of fleet procurement and strategy, bulk fuel provision, vehicle telematics, Management of Occupational Road Risk, the provided cars scheme and the Safer Driving Programme.</li> <li>3. Manage and coordinate the Services PPE and equipment requirements.</li> <li>4. The development of policies, procedures and initiatives for the service and wider organisation including the monitoring and controlling of their implementation.</li> </ol>

5. The development and delivery of a fleet strategy, a PPE and Equipment Strategy, the digital & environmental agenda and improved internal & external customer interaction.
6. Have a continuous regard to opportunities for business and efficiency improvements and to pro-actively contribute to their development.
7. To prepare briefing notes, discussion documents, consultation and formal reports as required.
8. To oversee the management of the Services Stores Function (equipment, PPE, Uniform)
9. Ensure all project documentation is maintained and updated in a timely and consistent manner, ensuring project progress is reported in line with Service's program board requirements.
10. To liaise with equipment suppliers when dealing with defects and operational issues, ensuring the Service is sighted on new innovations or safety notices.
11. To lead the team to carry out research and development of operational equipment, appliances and resources, including personal protective equipment & uniform.
12. To assist in the investigations and audits into the causes of incidents (fire/accident/near miss/discipline etc).
13. To attend internal/external and out of County meetings when required, and to represent the Service on Regional/National working groups.
14. Monitor and manage the performance of designated teams and quality assure all aspects of technical service department workloads.
15. Monitor and manage the function to ensure the service adheres to the statutory duty to secure water supplies for firefighting and provision of working hydrants.

**Please note annual targets will be discussed during the appraisal process**

### Key facts and figures of the post

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support the management of the budgets for the areas of responsibility including the provision of reports and returns for internal and external governance requirements.</li> <li>• Ensure robust financial processing is in place for dissemination of projects and programmes funding.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>• Direct line management of staff with overall responsibility for a team.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Fleet maintenance workshops.</li> <li>• Maintenance of a mixed fleet of vehicles.</li> <li>• To take reasonable care for your own health and safety.</li> </ul>

### Essential Criteria - Qualifications, knowledge, experience and expertise

#### Qualifications

- Degree qualification and/or equivalent relevant knowledge and experience.
- Evidence of continuing professional development.

#### Knowledge

- Breadth and depth of knowledge of public, private and third sector organisations.
- Knowledge of transport and local authority governance legislation.
- Technical and legal knowledge of fleet maintenance.
- Performance management.
- Contract and partnership management.
- Project, programme and risk management.
- Shared services with other service providers.

**Experience**

- Experience of managing a fleet maintenance service including staff management.
- Financial management experience and working with financial management systems.
- Managing vehicle maintenance activities on multiple sites.
- Managing an organisations equipment and PPE provisions
- Working with partners and external agencies.
- Change management and the implementation of innovation in service delivery.
- Successful experience of coordination, planning and management of complex projects.
- A track record of delivering service improvements and reducing service costs.
- Experience of working within a political framework.

**Skills**

- Political awareness and sensitivity and the ability to communicate and influence effectively with elected members, partners, senior management and staff. Ability to maintain effective working relationships.
- Ability to lead and motivate teams in a variety of situations, work as a team player and also to work on own initiative.
- Ability to travel throughout Cumbria.
- Ability to work under pressure to effectively manage competing priorities and deadlines.
- Ability to analyse and interpret information, undertake research and make recommendations.
- High level of communication skills and the ability to write clear, concise and coherent reports.
- Ability to set and manage a budget, to use IT including spreadsheets and to present and analyse information.
- Customer focussed approach and commitment to excellent customer service.
- Commitment to equal opportunities.

**Disclosure and Barring Service – DBS Checks**

- This post currently does not require a DBS check.

**Job working circumstances**

<b>Emotional Demands</b>	<ul style="list-style-type: none"> <li>• Minimal.</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• County wide role.</li> </ul>
<b>Working Conditions</b>	<ul style="list-style-type: none"> <li>• Agile working.</li> </ul>

**Other Factors**

- On occasion working outside of Office hours