

JOB DESCRIPTION

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| POST TITLE | Director of Support Services |
| GRADE | Exec. |
| FUNCTION | Support Services |
| PERMANENT BASE | SYFR HQ, 197 Eyre Street, Sheffield, S1 3FG. |
| RESPONSIBLE TO | Chief Fire Officer & Chief Executive |
| RESPONSIBLE FOR | All employees within the Support Services Directorate |

OVERALL PURPOSE OF JOB

The post holder will provide strategic leadership for the specific service area and, as a member of the Service Executive Team (ET); will work corporately with the Chief Fire Officer and the Directors of Service Development and Service Delivery to ensure the organisations vision, priorities and values are actively promoted and delivered in line with the expectations of South Yorkshire Fire and Rescue Authority members and The Home Office, and that the highest levels of probity are achieved and maintained.

MAIN RESPONSIBILITIES

1. To play a key role in the organisations Executive Team who, in conjunction with the Fire Authority, will formulate corporate strategy and appropriate service objectives and ensure timely delivery thereof.
2. Provide strong leadership to ensure efficient and effective delivery of a portfolio of service within the organisation with the resources available and in line with established priorities and financial targets
3. To provide advice to the Chief Fire Officer, Director of Service Development (Deputy Chief Fire Officer) Director of Service Delivery (Assistant Chief Fire Officer) and Function Heads as appropriate within areas of responsibility.
4. To identify and drive forward continuous improvement in key areas of activity, notably Asset Management (Property, Transport, Information Technology and Procurement) and Finance (Accountancy, Payroll and Pensions, Financial Systems).
5. Develop and foster effective internal and external relationships, working with other business units, partners and stakeholders to ensure the provision and delivery of joined up services. To monitor and evaluate the effectiveness of partnership arrangements and to drive in efficiencies where appropriate
6. Develop, support and drive innovative and creative approaches to internal service delivery, translating into challenging and ambitious targets that ensure best practice/added value and to critically examine business methods to drive efficiency across the area of responsibility.
7. To comply with, promote, lead and manage all aspects of the Service Governance Framework as it relates to the responsibilities of the post, to ensure that the highest levels of probity are maintained across all areas of the organisation. This includes business continuity; financial management; risk management; performance and people management; information governance; anti fraud and audit; customer services.
8. To be accountable for the financial performance of the Service area, ensuring compliance with all legal statutory requirements, Standing Orders, Financial Regulations and other appropriate areas as documented in the Fire and Rescue Service National Framework

9. The development and implementation of corporate policies, procedures and strategies relating to corporate governance - To provide a lead role in the development, co-ordination, advising on and the continuous improvement of the organisation's corporate governance framework, processes and statutory annual statement responsibilities, in addition to raising awareness of corporate governance across Directorates through the planning, development and delivery of guidance and training
10. To ensure that performance and development reviews are undertaken with managers to develop high performing teams and to promote a positive organisational culture whereby employee skills and knowledge are enhanced to provide an effective customer focused service, working to achieve strategic aims and objectives.
11. Working with the Treasurer of the Authority on the medium term financial strategy.
12. To plan and deliver the budget process and management of the capital programme within the Service.
13. To develop the financial literacy across the Service.
14. In conjunction with the Treasurer, to develop and deliver appropriate policies, procedures and arrangements to deliver the highest standard of financial management across the Service.
15. To instil a fit for purpose, positive performance management culture that aligns resources to strategic objectives and provides evidence of attainment of those goals.
16. To deliver sustainable Asset Management planning for the key resource areas of Transport, Property and Information Technology.
17. To oversee the Authority's commitment to Environmental issues.
18. To fully participate in SYFR's Performance Development Review process according to the responsibilities of the role.
19. To practice and promote SYFR's Equality and Diversity and Health and Safety Policies.
20. To ensure that risk is managed effectively within the section in accordance with the corporate strategy.
21. To attend as necessary appropriate training courses.

ANY OTHER INFORMATION (including special conditions of service)

NOTE: This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.