



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Governance Manager</b>
<b>Department:</b>	<b>Democratic Services</b>
<b>Location:</b>	<b>Fire Service, Headquarters</b>
<b>Post Number:</b>	<b>H037</b>
<b>Grade/Role:</b>	<b>PM1</b>
<b>Special Allowances:</b>	<b>None</b>
<b>Responsible to:</b>	<b>Head of Governance (Monitoring Officer)</b>

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## **JOB PURPOSE**

To lead the Service's governance activities. To work in conjunction with the Head of Governance (Monitoring Officer) to ensure the delivery of high quality services that meet the standards and requirements of Cheshire Fire & Rescue Service and enable effective service delivery.

To provide professional governance and administrative advice and support to the Authority's political and Senior Leadership Team structure. To work closely with the Head of Governance (Monitoring Officer) to ensure that the Authority operates within the law and its Constitution. To manage the Members' Allowance Scheme and to ensure that the Authority operates an effective complaints procedure.

## **PRINCIPAL RESPONSIBILITIES**

- 1 To manage, develop and co-ordinate the Service's Corporate Planning activity, facilitating and providing guidance to the Senior Leadership Team and all levels of management in the delivery of the annual Integrated Planning cycle to document key objectives, and monitor and ensure adherence to agreed timelines and business planning processes.
- 2 Engage with all management tiers, and with the joint Planning and Performance team to continually improve the Corporate Planning framework and associated business processes.
- 3 In conjunction with the Head of Governance (Monitoring Officer) to ensure there is effective management, quality assurance and governance in place throughout the Service. Furthermore, that the outputs, performance levels and risks associated with commissioning arrangements are managed in line with Service requirements.
- 4 Lead, manage and motivate staff within the department to ensure that services are delivered efficiently and in accordance with best practice.
- 5 Develop and manage all governance arrangements for the co-ordination of all the Authority's decision making and performance and overview functions to ensure compliance with the Authority's procedural and legislative obligations.
- 6 Manage, develop and support systems and processes for the effective co-ordination of Member and management meetings including agenda formation, minute taking, checking and cross-referencing papers to ensure timely and accurate records.

- 7 To support the Head of Governance (Monitoring Officer) with the co-ordination of the Authority's Member Development Programme ensuring that appropriate and timely interventions are prepared and delivered to enhance the knowledge and confidence of Members and to maintain the successful operation of the Fire Authority.
- 8 To deputise for the Head of Governance (Monitoring Officer), including such activities as the monitoring of key corporate processes e.g. procurement activity and complaint handling, to ensure that the processes are robust and are being adhered to.
- 9 Manage and co-ordinate the Members' Allowance Scheme in co-operation with the Independent Remuneration Panel, and draft and present reports on this and other aspects of the Constitution as required to ensure compliance and the efficient operation of the system.
- 10 Provide advice, guidance and information to Members either verbally or in formal reports to Members and the committees of the Authority to ensure full compliance with the Authority's policies and procedures.
- 11 Manage the Authority's interface with the relevant national, regional and local partners and bodies (including the democratic services of constituent authorities) to ensure that Members and Senior Officers are fully briefed and supported and that the Fire Authority is appropriately and professionally represented.
- 12 Manage the Democratic Service Team budget and ensure that the Head of Governance (Monitoring Officer) is kept informed.
- 13 Review the processes, protocols, procedure rules and standing orders of the Authority to ensure fitness for purpose and that they represent current best practice.
- 14 Develop the electronic availability of political information as part of the Authority's approach to communications to enable Members, Officers and the public to effectively access information on the Authority's business.
- 15 Undertake development work within and outside the department up to a level consistent with the responsibilities of the post to contribute to the wider corporate agenda.

## **Core Responsibilities for Cheshire Fire Service Personnel**

### **Personal Performance**

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

### **Personal Accountability**

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

### **Core Values and Behaviours**

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

## **Equality and Diversity**

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

## **Health and Safety**

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

## **Environment**

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

## **N.B.**

**Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.**

<b>Document Control</b>	Date of Creation: June 2008	
<b>Version</b>	<b>Date</b>	<b>Amended by (Initials)</b>
1.1	10/4/17	CR
1.2	03/09/25	MA



## **PERSON SPECIFICATION**

**Job Title: Governance Manager**

<b>PERSONAL ATTRIBUTES REQUIRED</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<u>Qualifications/Experience</u>  Degree or equivalent/Professional qualification e.g. ICSA  Substantial experience of Committee Administration plus proven management experience in a political environment.  Experience of managing services of contractors and external service providers	*    *	*
<u>Knowledge &amp; Skills</u>  Substantial political awareness and experience of working closely with Members.  Knowledge of leading Corporate Planning activities within a public sector environment  In-depth knowledge of the local government environment and related legislative requirements.  Well developed leadership, administrative and inter-personal skills.  Able to communicate effectively, both orally and in writing at all levels of the organisation.  A broad working knowledge of the Fire Service and its services.  An appreciation of the role of regional government departments/agencies and their relationship with local government organisation.	*   *  *  *  *	*       *
<u>Personal Competencies</u>  Positive attitude to change and innovation.	*	

<p>A willingness to help for the benefit of the individual and the organisation.</p> <p>Ability to work with a high degree of discretion.</p> <p>Capable of working under pressure.</p>	<p>*</p> <p>*</p> <p>*</p>	
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