



# Cheshire

## Fire & Rescue Service

### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Governance Officer</b>
<b>Department:</b>	<b>Governance</b>
<b>Location:</b>	<b>FSHQ</b>
<b>Post Number:</b>	<b>H039</b>
<b>Grade/Role:</b>	<b>Scale 6</b>
<b>Special Allowances:</b>	<b>None</b>
<b>Responsible to:</b>	<b>Governance Manager</b>

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### **JOB PURPOSE**

To contribute to the provision of effective professional advice and support to the Authority's political and management structure and to deputise for the Governance Manager as required. To support the delivery of the Service's Corporate Planning processes.

To manage the operation of the Authority's complaints procedures, advising, reporting and reviewing as appropriate.

To provide support across the information management function.

### **PRINCIPAL RESPONSIBILITIES**

- 1 To assist, and where appropriate deputise for, the Governance Manager to ensure that all political arrangements for the co-ordination of all the Authority's decision making and performance and overview functions comply with the Authority's procedural and legislative obligations.
- 2 Provide support and implement systems and processes for the effective co-ordination of Member and senior management meetings including Agenda formation, minute taking, checking and cross-referencing papers to ensure timely and accurate records.
- 3 Act as the main link between the elected Member and the Senior Officer structure for meetings and any subsequent actions to ensure effective communication and co-ordination.
- 4 Brief and support Members and senior managers both at internal committees and meetings and external meetings with partner agencies and local, regional and national bodies to ensure compliance with the Authority's policies and procedures.
- 5 Support the Governance Manager in ensuring Members and Senior Officers are fully briefed, advised and supported in respect of relevant national, regional and local partners and bodies (including the Democratic Services of constituent authorities) and that the Fire Authority is appropriately and professionally represented.
- 6 Support the delivery of the Service's Corporate Planning process through the maintenance of planning templates, toolkits and guidance documents, organising meetings at key points throughout the year to support the Corporate Planning timetable and providing guidance

and support to departments in respect of corporate and departmental planning.

- 7 Oversee the development, monitoring and review of the Authority's complaints procedures for both officers and Members, drafting and presenting reports to Members in respect of the Corporate Complaints Scheme.
- 8 Maintain, monitor and track all documents through the Authority's Member and senior management decision making processes ensuring that appropriate senior managers are fully briefed on the process to ensure full compliance with the Authority's policies and procedures.
- 9 To assist in the implementation and maintenance of an electronic committee management system.
- 10 To provide strategic support as requested by the Head of Governance (Monitoring Officer).

## **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. Specifically:

- **Being Inclusive**  
By acting fairly with integrity and respect and without prejudice.
- **Doing the right thing**  
By holding each other to account for ensuring high standards of professionalism in everything we do.
- **Acting with compassion**  
By being understanding and offering to help each other and to our communities with warmth, patience and kindness.
- **Making a Difference**  
By making an impact in our organisation and in our communities in whatever way we can for as many people as we can.
- **NFCC Code of Ethics**

Putting our communities first  
Integrity  
Dignity and respect  
Leadership

## Equality, Diversity and Inclusion

### **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.**



**PERSON SPECIFICATION**

**Job Title: Governance Officer**

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<p><u>Qualifications/Experience</u></p> <p>A-levels or equivalent Level 3 qualification.</p> <p>4 GCSE's at Grade A-C including English Language and Maths.</p> <p>Professional qualification – ICOSA, degree level or equivalent.</p>	<p style="text-align: center;">*</p> <p style="text-align: center;">*</p>	<p style="text-align: center;">*</p>
<p><u>Knowledge &amp; Skills</u></p> <p>Able to communicate and work effectively both orally and in writing at all levels of the organisation.</p> <p>Proven Committee administration or related experience.</p> <p>Able to demonstrate political awareness and experience.</p> <p>Excellent organisational skills and ability to manage a varied workload and competing deadlines.</p> <p>Ability to prepare well presented and appropriately formatted reports, agendas, minutes, tracking tools, templates and other documents.</p> <p>Well developed knowledge of Microsoft Office.</p> <p>Understand the conduct of the decision-making process in public service, particular Fire Authorities and the role of Elected Members.</p>	<p style="text-align: center;">*</p>	<p style="text-align: center;">*</p>
<p><u>Personal Competencies</u></p> <p>Self motivated and able to manage and prioritise own</p>	<p style="text-align: center;">*</p>	

workload.		
Demonstrate a high standard of oral and written communication.	*	
Ability to work well with Elected Members, officers and the public.	*	
Positive attitude to change and innovation	*	