



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Head of Estates, Facilities and Stores</b>
<b>Department:</b>	<b>Estates, Facilities and Stores</b>
<b>Location:</b>	<b>Sadler Road, Winsford</b>
<b>Post Number:</b>	
<b>Grade/Role:</b>	<b>SM3</b>
<b>Responsible to:</b>	<b>Deputy Chief Fire Officer</b>

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## **JOB PURPOSE**

To provide strategic leadership in all matters relating to estates, property, facilities and stores management, in support of the Authority's vision, mission and core values.

Responsible for developing and implementing strategies, policies and plans to meet the changing needs of the operating environment. Using asset intelligence, customer insight and feedback, management information/data and risk analysis to monitor progress and performance, ensure compliance, inform decisions and promote continuous improvement.

Providing overall accountability for the management of capital and revenue budgets, ensuring the capability and capacity within the department to efficiently and effectively deliver required services, and enable the successful delivery of all investment programmes, including modernisation, refurbishment and maintenance schemes.

## **PRINCIPAL RESPONSIBILITIES**

1. Provide strong, effective and clear leadership and management of all matters relating to the estates, facilities and stores, demonstrating behaviour based on organisational values and promoting a collaborative, supportive and inclusive culture.
2. Develop, implement and maintain strategies, policies and procedures to achieve strategic objectives and drive high standards and consistency in the delivery of services across the portfolio, such that the corporate brand is protected and enhanced.
3. Establishing and monitoring governance processes and procedures in order to mitigate risk and ensure compliance with relevant legislative and regulatory requirements, as well as industry standards and best practice.
4. Consult and engage with internal stakeholders to understand departmental performance, the needs of the business and its environment, and to develop a Strategic Asset Management Plan, in accordance with the Authorities strategic objectives and Community Risk Management Plan.
5. Lead on external stakeholder engagement and relationship management to manage the acquisition and/or disposal of land, property and assets, undertake conditions surveys and valuations, agree/terminate tenancy or shared use agreements, safeguarding the Authority at all times and minimising any adverse liabilities.
6. Develop, monitor and regularly report on a Performance Management Framework comprising Key Performance Indicators (KPIs), service standards, and where appropriate, benchmarks with other organisations, ensuring optimal performance and managing continuous improvement.

7. To undertake full financial management for both capital and revenue budgets; planning and forecasting expenditure, determining resource requirements and allocating resources effectively, adhering to financial regulations, exploring options to improve efficiency and effectiveness, and preparing and presenting budget bids to secure necessary funding approvals, as required.
8. Understand any procurement related issues and develop compliant procurement strategies in consultation with the lead for procurement.
9. Direct as necessary, implementation of commercial contracts in the supply of goods, works and services, ensuring value for money is achieved on behalf of the Authority, and conformity to relevant legislation, policy directives and service agreements.
10. Develop robust business continuity arrangements across all functions within the department and ensure these are managed effectively during any period of disruption.
11. Oversee development and implementation of reactive and preventive planned maintenance programmes to ensure availability and reliability of critical resources, extend the lifespan of physical assets, and address identified issues before they become larger and more expensive.
12. Ensure all aspects of storage and inventory processes are handled competently, increasing operational efficiency, minimising costs and reducing waste across the organisation.
13. Take on the role of Senior Responsible Officer for major change programmes, collaborating with Service Improvement department and acting on behalf of the Authority as the 'informed client' to ensure CFRS's vision and specification is delivered to time, cost and standard.
14. Oversee and direct the Service's environmental objectives and actions related to key areas of responsibilities, supporting longer-term ambitions and goals around net zero and sustainability.
15. Promote Equality, Diversity and Inclusion (EDI) within the Service and in local communities, in accordance with the Authority's EDI strategy
16. Attend meetings of the Fire Authority and its Committees, providing corporate leadership, producing briefings and presenting reports, as required.
17. Be an active member of both Senior Leadership Team and Crisis Management Team, providing advice, guidance and support on estates-related matters, as required.
18. Chair the Land & Property Working Group as a means of effectively managing business planning, progress reporting and continuous improvement.

### **Core Responsibilities for Cheshire Fire & Rescue 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, Diversity and Inclusion**

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

**Safeguarding**

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding 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>	<b>Date of Creation: June 2025 (KW)</b>	
<b>Version</b>	<b>Date</b>	<b>Amended by (Initials)</b>

## **PERSON SPECIFICATION**

### **Job Title: Head of Estates, Facilities and Stores**

<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Educated to degree level (level 6) in a relevant discipline (building, engineering, facilities management, surveying or similar)	✓		PD
Membership of a relevant professional body such as the Royal Institution of Chartered Surveyors (RICS), <i>Chartered Institute of Building (CIOB)</i>	✓		PD
Current Health and Safety qualification/certification in construction related area		✓	PD
Relevant management/leadership qualification		✓	PD
<b>Experience</b>			
Strategic Leadership	✓		A & I
Asset management (planning, acquiring, deploying, managing, and disposing of assets)	✓		A & I
Strategic business planning	✓		A & I
Budget management	✓		A & I
Leading programmes of change		✓	A & I
Experience of leading a high performing department/team	✓		A & I
Commissioning and managing consultants and contractors	✓		A & I
<b>Knowledge</b>			
Knowledge of building related legislation	✓		A & I
Knowledge of the Construction (Design and Management) Regulations	✓		A & I
Knowledge of public sector procurement and governance		✓	A & I
An understanding of and commitment to improving environmental performance	✓		A & I
Knowledge of challenges facing fire and rescue services		✓	A & I

<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
Effective leadership and motivational skills	✓		A & I
Excellent verbal and written communications	✓		A & I
Personal commitment to excellence	✓		A & I
Strategic thinking	✓		A & I
Ability to organise and plan to meet targets	✓		A & I
Time and priority management	✓		A & I
Awareness of responsibilities in relation to equality, diversity and inclusion	✓		A & I
Recruitment and role description		✓	A & I
Staff performance management		✓	A & I

#### **Key to assessment methods:**

A - Application

I - Interview

PD – Produce documentation