**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Group Manager |
| Grade: | **Grey Book ‘Group Manager’ (operational)**   * Group Manager Development – Group Manager A or B (local pay point) * +20% Flexi-Duty Allowance |
| Hours: | Grey Book – 42 hours per week |
| Team: | Fire and Rescue Service |
| Service Area: | Community Safety Services |
| Primary Location: | *Fire and Rescue Service Headquarters*  *Sterling Road*  *Kidlington*  *Ox5 2DU*  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | Dependant on role. |
| Responsible to: | Area Manager / Head of Service within Community Safety Service |
| Responsible for: | Dependant on role |
| Political Restricted Post: | No |

## Job Purpose

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| To deliver activities in partnership that contribute to the vision of Community Safety Services and the strategy held by the function. This will include contributing to collaborative working across Oxfordshire County Council, the Thames Valley, the South East as well as ensure connectivity and alignment with the plans of the National Fire Chiefs Council.  To lead the function team and managers to the achievement of positive outcomes.  To plan, implement and monitor business planning, budgets and improvement plans for the function ensuring our fulfilment of statutory duties alongside continuous improvement needs.  As a member of the Community Safety Management Team (CSMT), provide leadership and management across the service to ensure governance of our performance, risk, business planning and improvement strategies.  As an operational Group manager, you will form part of the Level 3 Incident Command System and Duty Officer rota group. |

## Job Responsibilities

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| * Support the development of strategies and annual delivery plans which support delivery against relevant strategies and organisational priorities, goals and objectives. * Ensure appropriate data, intelligence and information is available to inform decisions to enable effective planning of work to deliver outputs and outcomes. * Lead and manage the devolved budgets in the range of £1m-£4m including providing forecasting and monitoring reports, ensuring that the Council’s responsibilities are carried out efficiently and within agreed budgets and take steps to remedy any discrepancies. * Manage and monitor the effectiveness of projects and programmes managed by the teams, providing reports when required and evaluating projects to ensure they provide value for money and meet desired organisational outcomes. * Ensure strong links and collaborative working within Oxfordshire County Council and external partners. * Monitor, and take actions to reduce risk and improve performance. * Lead and manage assigned teams to ensure high performance against plans and preventative objectives, monitoring and reporting against agreed performance measures and arranging corrective action where required. * Interpret national legislation, guidance and policies on matters relating to community safety and fire and rescue and advise Members, Officers and Partners on the implications and impacts. * Develop and implement effective processes to ensure that the key role requirements (listed above) and initiatives align with the strategic and service aims encouraging innovation and optimisation of technology to increase efficiency and reduce costs. * Promote the Service’s vision, values, aims, strategies, policies, and decisions to all parties affected by its services and activities. * Provide accurate, timely and relevant advice, guidance, management information and support to the Service, SLT and CSMT * Level 3 Incident Command System and Duty Officer rota group. Ensuring effective communications with our Blue Light partners and key stakeholders. * Carry out all tasks associated with this post to clearly reflect Oxfordshire County Council policies, values, and behaviours. * Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| L5 Qualification or equivalent and evidence of continuous professional development. | A, D |
| Able to demonstrate an understanding of the local Government environment. | A, I |
| Evidence of a track record of delivering outcomes through partnership working across a range of agencies and within a host organisation. | A, I |
| Able to manage projects and effectively manage change to deliver outcomes within allocated budgets and to agreed timescales and to use information and data to inform decision making. | A, I |
| Experience of leading and developing teams to deliver effectively against organisational targets and objectives. | A, T, I |
| Able to identify, anticipate & evaluate potential service improvement opportunities. | A, I |
| Commitment to, and understanding of, the principles of Equal Opportunities for all, in employment and the delivery of services. | A, T, I |
| Excellent communication skills, including media and presentation skills. | A, T, I |
| Able to develop and maintain effective professional networks to support the delivery of organisational priorities and plans and to ensure that services innovate and develop. | A, T, I |
| Advanced people skills, (communication, negotiation, influence, persuasion, listening) with the ability to adapt style to the needs of the ‘audience | T, I |
| Possess a valid UK, EU or EEA driving license (Grey Book only for operational cover) | A, D |
| Must be willing to undertake an advanced DBS check. | A, D |
| Computer literacy, including knowledge of Microsoft Office applications | A |
| Grey book only: A current and in-date Level 2 Incident Command Assessment. | A, D |
| **Grey book only:** Internal: Competent Station Manager (having had your SM Development Programme completely signed off including IQA sign off by Training & Development).  External: Competent Station Manager (having had all relevant development signed off and completed) | A,D |
| Grey book only: GM Pre-Promotion Unit on Redkite completed and assessed by your assessor/line manager | A,D |
| No live discipline, capability or performance action plans or warnings/sanctions. | A,D |
| Desirable Criteria | Assessed By: |
| Strong understanding of the community safety and protection functions of local authorities and Fire and Rescue Services. | I |
| Experience of developing and presenting papers and presentations to meetings, committees and forums. | I & P |
| Experience of managing, and being accountable for, service budgets. | I |
| Experience of working with community safety and fire and rescue partners. | I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

July 2025