

Scottish Resilience

Scottish Fire and Rescue Advisory Unit

Brian Fraser QFSM, MIFireE, Head of the Fire and Rescue Advisory Unit



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The Clerks to the Joint Fire & Rescue Boards
The Chief Executive, Fife and Dumfries and Galloway
Chief Officers (Scotland)
Chief Officers (England, Wales and Northern Ireland)



9 July 2009

Dear Sir/Madam

VACANCY NOTICE 4/2009

VACANCY FOR SECONDMENT WITHIN SCOTTISH GOVERNMENT, SCOTTISH FIRE AND RESCUE ADVISORY UNIT

IRMP REVIEW PROJECT MANAGER GRADE: AREA MANAGER

(Previous applicants need not reapply as the content of their application will automatically be considered).

The Scottish Fire and Rescue Advisory Unit fulfils the purpose of seeking to improve fire and rescue service performance by providing support and challenge to Chief Fire Officers and advising Scottish Ministers and government officials on fire and rescue related matters.

Reporting directly to the Advisor with responsibility for IRMP and Performance, applications are invited from suitably qualified individuals with experience and knowledge of local authority fire and rescue services to fill a secondment position within the Scottish Government.

This secondment offers an excellent opportunity to develop knowledge and experience in the review of Integrated Risk Management Planning (IRMP) in Scottish Fire and Rescue Authorities.

The secondment will initially be for a period of one year, and dependant on progress and outcomes, may be extended at the agreement of all parties. The post is currently based at St Andrew's House, Regent Road, Edinburgh EH1 3DG. However, improved remote working arrangements will soon be available for this secondment. Frequent travel is necessary therefore a full UK driving licence is required.

Main Duties

1. Review and benchmark the current position in Scotland and in other parts of the UK of IRMP and its impact on Fire and Rescue Services in Scotland in order to inform the development of new national guidance for Scottish Fire and Rescue Authorities.
2. Project manage the process as outlined in the annex to this letter. Provide support and co-ordination to SFRAU's overall improvement programme as determined by the Head of the Unit

Skills, knowledge, experience and qualifications required

3. Current wide-ranging strategic experience on service delivery in relation to a local authority fire service is essential. The secondment is suited for an individual who wishes to gain the widest insight into the fire and rescue service across Scotland, and in delivering on matters of current importance both in a Scottish and national context. The post provides a career minded serving officer, with the commitment and desire to achieve further advancement, and a real opportunity to extend and develop their knowledge in a strategic role within a modernising fire service environment.
4. Candidates will need proven attributes of written and oral communication, interpretation of detail, interpersonal skills, be computer literate and have a strategic understanding of the role of SFRAU in a modernising fire and rescue service environment. Current fire service experience at strategic level in operations, integrated risk management planning, performance review, project management, and budgetary control will be essential as well as a positive attitude to change management.

Remuneration and conditions of secondment

5. The post, the cost of which will be met by the Scottish Government, is subject to the Scheme of Conditions of Service determined by the National Council for Local Authorities' Fire Brigades, except where specifically altered. Salary will be within the range applicable to the scale of Area Manager and this will be discussed at the interview.

Further information and applications

For further information or an informal chat about the secondment opportunity, please contact Brian Fraser, HSFRAU at the address above or telephone 0131 244 2342.

Applications for this secondment should be made by forwarding a CV, accompanied by the endorsement of your Chief Officer, to Dorothy Edwardson by no later than 7 August 2009. It is intended to conduct interviews on Friday, 14 August 2009 and shortlisted candidates will be formally notified of the arrangements in writing.

Yours faithfully



BRIAN FRASER
Head of the Scottish Fire and Rescue Advisory Unit

PROJECT TO REVIEW
INTEGRATED RISK MANAGEMENT PLANNING IN
SCOTTISH FIRE AND RESCUE AUTHORITIES

Legislative Background

The Fire (Scotland) Act 2005 requires that Scottish Ministers prepare a document setting out priorities and objectives for relevant authorities in connection with the carrying out of their functions. This document became the Fire and Rescue Framework for Scotland 2005 which, in turn, determines that each Fire and Rescue Authority (FRA) should have in place and maintain an Integrated Risk Management Plan (IRMP). In effect all FRAs had IRMPs in place prior to 2005 and IRMPs are now a part of services' planning processes.

Purpose of IRMP

The 2005 Framework determined that IRMP should “set out each Fire and Rescue Authority’s strategy for:

- Reducing the number and severity of fires and, in collaboration with other agencies, road traffic accidents and other emergency incidents occurring in the area for which it is responsible;
- Reducing the severity of injuries in fires, road traffic accidents and other emergency incidents;
- Sustaining and improving the safety of the general public and Fire and Rescue Authority staff;
- Reducing the commercial, economic and social impact of fires and other emergency incidents;
- Safeguarding the environment and heritage (both built and natural); and
- Providing value for money, consistent with the principles of Best Value”.

In order to achieve this it is noted that FRAs should fully assess the risks within their area and the resources deployed to address those risks.

Guidance issued by the Scottish Government also identified that “effective” IRMPs would achieve the following:

- Identify existing and potential risks to the community;
- Evaluate the effectiveness of current preventative and response arrangements;
- Identify opportunities for improvement and determine policies and standards for prevention and intervention;
- Determine resource requirements to meet these policies and standards;
- Integration of IRMP and corporate planning processes.

Changing Landscape

Since the introduction of IRMP there have been several significant changes to the political landscape in which FRAs operate including the concordat developed between Central and Local Government resulting in the development of Single Outcome Agreements in conjunction with the new National Performance Framework. A new National Framework is currently under development which, it is anticipated, will be less prescriptive than previously and will continue to support the Government's policy of "light touch" inspection and scrutiny.

With these and other considerations in mind it is timely for the Government to review IRMP in Scotland and to determine:

- How effective has IRMP been in delivering its original objectives as outlined in both the Framework and national guidance?
- How effectively does it support the National Performance Framework and Single Outcome Agreements?
- What is the role of IRMP within service planning - is it one part of the overall corporate planning process, or is it an over-arching plan supported by other processes?
- What evidence is there that IRMP is driving real improvements in service delivery?
- What evidence is there that IRMPs are fully integrated within services, bringing together the various aspects of response, prevention and enforcement?
- What model will best support the needs of Central Government, FRAs and communities over the next 5-10 years?
- Are there unintended consequences of implementing IRMP?

Project Outline

It is recommended that a project is developed which will consider all of the above and report to the Head of SFRAU by March 2010 with the production of new guidance for the beginning of September 2010.

The project would be structured as follows:

1. Assessment of stakeholders' understanding of the purpose of IRMP;
2. Review of centrally held HMI statistics on fires, fire deaths, incidence rates etc. for the last 5 years as a basis for determining what significant effect, if any, the introduction of IRMP has had in Scotland;
3. Field work in services to identify how IRMPs have been introduced, their relationship to other planning tools and, on a service by service basis, what can be accurately evaluated, what has worked and where further development is required;
4. Production of a report for the Head of SFRAU and subsequently the Minister as appropriate;
5. Production of National Guidance based on the findings of the report and supporting good practice.

The project will initially run for a period of one year, broadly in line with the following schedule:

- Weeks 1 - 4: Literature search
- Weeks 5 – 10: Stakeholder engagement
- Weeks 11 – 14: Production of Draft Report
- Weeks 15 – 20: Consultation on Draft Report
- Weeks 21 – 25: Preparation of Final Report
- Week 26: Presentation of Final Report.
- Week 27 – 52: Development and production of National Guidance

JOB DESCRIPTION

Job Title: ADVISOR (IRMP REVIEW PROJECT)
Band: N/A
Pay Range: AREA MANAGER
Division, etc: SCOTTISH FIRE AND RESCUE ADVISORY UNIT
Manager/Reporting Officer of this Post: A. SHUTTLEWORTH

General Duties

1. The Scottish Fire and Rescue Advisory Unit fulfils the purpose of seeking to improve fire and rescue service performance by providing support and challenge to chief fire officers and advising the Minister for Justice and Communities.
2. Advisors, through a process of working with others, play a vital part in securing efficient arrangements. To do this integrity, openness, objectivity and impartial professional advice is provided from an independent perspective.
3. This seconded post has been created as part of a restructure within the Advisory Unit to support the review of Integrated Risk Management Planning within the Scottish Fire and Rescue Service. The successful candidate will form a key part of the small team responsible for the implementation and delivery of the review process and the production of a report to be submitted to the minister.
4. The successful candidate will have experience in within a local authority fire and rescue service environment, including integrated risk management planning activities and project management.
5. The secondment will run for a period of one year and, dependant on progress and outcomes, may be extended at the agreement of all parties.
6. Ideally applicants will have demonstrated their potential for this secondment opportunity by being successful in a Strategic Manager ADC process. Applications will also be considered from Group Manager B officers having the support of their Chief Officer as having the ability to undertake the role and to gain benefit from the secondment.
7. The salary for the period of secondment will be Area Manager (Development).

Specific Duties

8. On behalf of SFRAU
 - Manage and develop such references as allocated in accordance with the annual departmental business plan and the Scottish Government National Performance Framework.
 - Work with internal and external key stakeholders on committees and partnership groups as necessary.
 - Represent SFRAU on the relevant committees in Scotland and at National level as required.
9. Prepare strategic reports, develop procedures, briefing notes and presentations in regard to the work of the project.

Key Competencies Required

Achieving Being clear about objectives, priorities and focusing on results. Promoting change and making improvements that assist SFRAU achieve its goals.

Outward Focus Providing a customer focused service for a diverse range of interests. Operating with awareness of sensitivities and adhering to guidelines. Building networks and partnerships to enhance service delivery and organisational credibility.

Analysis and Investigation Seeking, using and interpreting information to generate solutions and recommendations. Drawing upon diverse sources of information. Using a combination of precedents and innovation/initiative. Utilising technology to aid analysis and investigation.

PERSON SPECIFICATION

Job Title:	ADVISOR (IRMP REVIEW PROJECT)
Band:	AREA MANAGER
Pay Range:	AREA MANAGER
Division, etc.:	SCOTTISH FIRE AND RESCUE ADVISORY UNIT

Necessary Desirable

Skills

Good inter-personal, oral and written communication skills √

Ability to assimilate and interpret technical information and statistics √

Ability to produce clear and concise reports which inform strategic decisions and policy √

Ability to work independently, to prioritise work and meet tight deadlines √

Computer literacy knowledge of Microsoft Windows and Word √

Chairing and participating in policy groups √

A positive attitude to change management √

A positive attitude to equality, diversity and fairness √

Project management skills √

Knowledge

A working knowledge of the issues facing the British Fire Service in relation to Training, Equality, Health and Safety, and Recruitment and Selection Processes √

A knowledge and understanding of preparing specifications, procurement process and evaluation of tenders √

Experience

Holding the rank of substantive Group Manager (Competent B) or higher ✓

Current wide-ranging experience of local authority fire services ✓

Being involved in planning, training, operations and/or personnel functions ✓

Production of reports or review documents ✓

Experience of project management and budgets ✓

Qualifications

Corporate membership of the IFE ✓

Academic studies in Management or other relevant area ✓