



JOB TITLE:	Senior Prevention Manager
SALARY GRADE:	Grade 12
JE REFERENCE:	A712
DIRECTORATE:	Community Prevention
LOCATION OF WORK:	SHQ
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Group Manager
RESPONSIBLE FOR:	Prevention Team Managers

LEADERSHIP BEHAVIOUR LEVEL:	Leading the Function
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MAIN JOB PURPOSE

The Senior Manager, as an integral part of the Prevention Functional team, is responsible for the actions and activities of Supervisory Managers and other individuals as appropriate, and is answerable/responsible to the Group Manager.

It is essential that the post holder will be committed to, and encourage and promote the values of MFRS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

KEY AREAS OF RESPONSIBILITY

- ❑ Take responsibility for the leadership of a functional department and provide a positive role model to staff and the wider community in order to promote the values of MF&RS.
- ❑ Lead on Home Safety initiatives and support all Prevention based projects.
- ❑ Develop innovative practices and promote a positive attitude towards change. Supporting the Prevention Group Manager with emerging technologies.
- ❑ Be part of the management team in formulating and being accountable for Functional Delivery Plans and supervising the departmental planning process by allocating work activities, implementing and evaluating work plans, making recommendations for improvement as necessary, to ensure that service delivery needs are continually met.
- ❑ Manage the Prevention Management Team and in conjunction with departmental Managers provide appropriate support, guidance and coaching in order that functional and organisational aims objectives and performance indicator targets both internal and external to the Service are achieved.
- ❑ Represent the departments where appropriate on developmental groups to ensure the continuous improvement of service provision.
- ❑ Support Departmental Managers in assessing workplace performance, including where necessary vocational qualifications, and taking responsibility for the quality assurance of assessment processes.
- ❑ Support Departmental Managers in developing the needs of individuals within the role area of responsibility, through the Service's appraisal system and any related procedures and processes.
- ❑ Support Departmental Managers in identifying the training and development needs of functional teams through workplace assessment and develop individuals in line with their Personal

Development Plans and any related procedures and processes, to facilitate that they are equipped with the necessary skills, knowledge, appropriate qualifications and experience to fulfil their roles.

- ❑ Collate, validate and analyse information, including recording and storage, from a range of internal and external sources to ensure the provision and communication of accurate and timely information to inform decision making and to support service delivery.
- ❑ Plan and implement inspections and investigations and respond to findings in order to determine solutions or make recommendations to eliminate or minimise risk to people, property and the environment.
- ❑ Assist in the recruitment and selection of individuals to carry out work activities, both internal and external, for permanent, temporary or project work, encompassing paid and voluntary work, both full and part-time.
- ❑ Support Departmental Managers in the management of human resource issues and the maintenance of discipline within the area of responsibility relative to the role.
- ❑ Manage the use of physical resources and ensure their availability in order to meet operational needs.
- ❑ Support Departmental Managers in publishing Action Plans and departmental plans and set achievable targets that meet local needs and contribute to the attainment of the Service Plan and monitor progress toward achieving objectives.
- ❑ Support and contribute to the development and delivery of MFRS' CRMP by identification of needs at local level.
- ❑ Support Departmental Managers through the monitoring and review of budgets within the designated area of responsibility to ensure that financial resources are used to maximum effect in compliance with standing orders and financial regulations.
- ❑ Gather and analyse Community Risk Reduction risk assessments to ensure that trends are identified, addressed and monitored.
- ❑ Build effective relationships with the community through pro-active networking in order to promote safer communities through increased involvement and participation in local partnerships to maximise impact of community safety strategies.
- ❑ Promote and monitor a positive Department within the community which projects MFRS' leadership message, values and behaviours.
- ❑ Provide a point of contact within the local community for all relevant stakeholders including members of the community, elected members and other agencies to ensure that service delivery is responsive to local needs.
- ❑ Identify opportunities for the Department and its staff to become involved in community initiatives that support the duties, aims and objectives of MFRS.
- ❑ Deputise for the Strategic Safeguarding Manager.
- ❑ Oversee Arson and Home Safety high risk interventions.

OTHER AREAS OF RESPONSIBILITY

- ❑ Take responsibility for personal performance, including personal fitness and welfare, and the development of personal skills including the use of appropriate IT systems and the attainment of the appropriate vocational qualification to ensure the required skills, knowledge and demonstration of competence to fulfil the role.

- ▣ Communicate skills and knowledge to colleagues in order to support the development of their personal and professional competence.
- ▣ Ensure as far as is reasonably practicable the health and safety of yourself, colleagues and others who may be affected by your acts and/or omissions.
- ▣ Ensure that all activities comply with the policies and procedures of MFRS.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

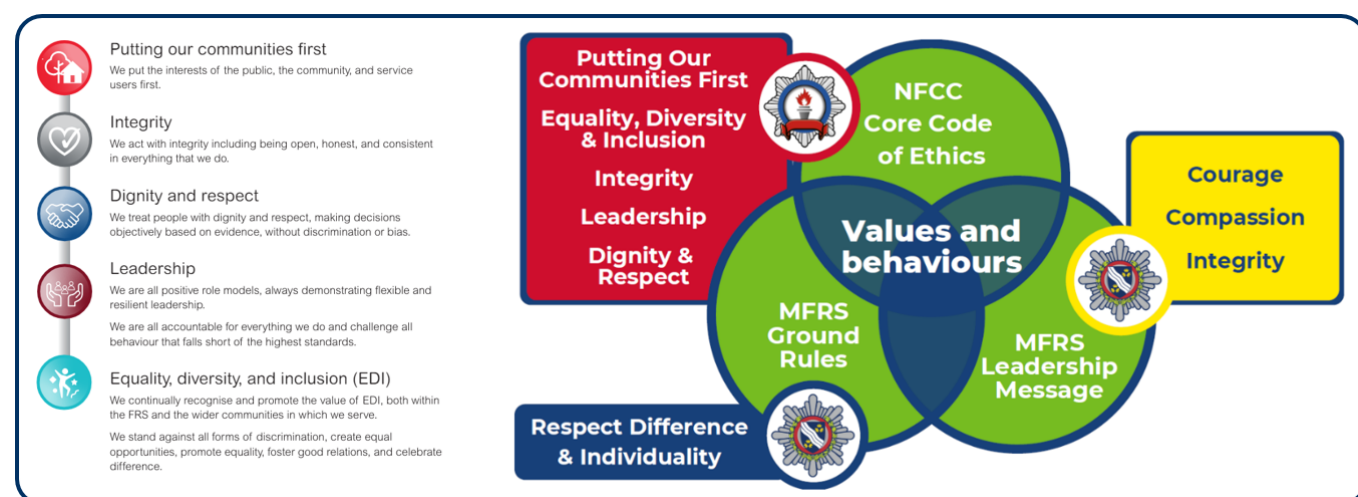
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING THE FUNCTION

Personal Impact	Set standards of behaviour in line with Service values and behaviours.	Role model and mentor others in how they communicate and engage to encourage inclusion.	Provide a visible presence and recognise the contribution of others.
Outstanding Leadership	Work internally and externally to set clear work and objectives, actively monitoring the performance of the team and giving positive developmental feedback.	Accountable for the output of my teams and devolve responsibility for work to the appropriate level.	Nurture future talent and proactively plan for succession. I look for opportunities to coach, mentor and support people outside of my teams.
Service Delivery	Take a business-like broad approach that considers how to achieve better outcomes for communities.	Monitor the quality-of-service delivery and share information so that people know how well we are performing and plan accordingly	Seek out opportunities to work collaboratively across teams and functions to improve service delivery.
Org. Effectiveness	Aware of wider organisational and political priorities and how my function contributes more widely.	Actively seek to understand the nature of risk in various projects and act to mitigate those risks or report them.	Apply latest business processes & not settle for the status quo.

Date job profile prepared / revised:

May 2025

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Senior Manager Development Post	Team:	Prevention
Salary:	Grade 12	Directorate:	Community Prevention
JE Reference:	A712		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
1	IOSH Managing Safely OR NEBOSH General Certificate qualification.	DESIRABLE	AF/PD
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
2	Knowledge, understanding and input into the delivery of the Integrated Risk Management Plan.	ESSENTIAL	AF/I
3	Proven track record of managing and leading multi-functional teams in a dynamic environment.	ESSENTIAL	AF/I
4	Experience of working within a risk management framework.	ESSENTIAL	AF/I
5	Experience in contributing to the development and delivery of community based initiatives & of working in partnership with a range of diverse communities	ESSENTIAL	AF/I
6	Experience in assisting in the management and delivery of a variety of performance management systems	ESSENTIAL	AF/I
7	Experience in delivering and contributing to innovative change management policies, initiatives and processes.	ESSENTIAL	AF/I
8	Experience of contributing to the development of constructive partnership working with internal and external stakeholders.	DESIRABLE	AF/I
9	Experience of dealing with financial accountability systems within a Public Sector environment.	DESIRABLE	AF/I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
10	High level of leadership skills and the ability to inspire and maintain excellent performance from self and others.	ESSENTIAL	AF/I
11	Proven ability to work within a highly pressured, risk centred environment whilst making effective decisions and delegating appropriately.	ESSENTIAL	AF/I
12	Good level of interpersonal and people management skills and the ability to develop and maintain constructive working relationships with a variety of individuals, groups and stakeholders.	ESSENTIAL	AF/I
13	Ability to undertake appropriate planning and to demonstrate creative problem solving.	ESSENTIAL	AF/I
	COMMITMENT	ESSENTIAL/DESIRABLE	ASSESSED BY
14	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	ESSENTIAL	AF/I
15	A knowledge and understanding of and a personal commitment to equality & diversity and related legislation and how this is applied in practice	ESSENTIAL	AF/I
16	A demonstrable commitment to continuous professional development.	ESSENTIAL	AF/I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
17	Must have a manual full driving licence and be prepared to travel as dictated by the requirements of the role.	ESSENTIAL	AF/PD

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will complete
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