### Operational Support & Resilience
- **Engineering Services**
  - Purchase, maintain and repair vehicles
  - Repairs and maintenance of operational equipment
  - Asset management
  - Evaluation and strategic development of fleet and equipment
- **Sussex Control Centre**
  - 999 call handling
  - Mobilising appliances and other resources
  - Providing incident support
  - Managing resources across East and West Sussex
- **Operational Planning & Policy**
  - Operational policy and procedures
  - Operational and risk information
  - Hydrants & water supplies
  - Resource management and logistics
  - Specialist operations and national resilience
  - Emergency Planning & Business Continuity
- **Special Projects**
  - Emergency Services Mobile Communications Programme
  - Sussex Control Centre

### Resources/Treasurer
- **Finance**
  - Budget planning and reporting
  - Medium Term Financial Planning
  - Capital programme monitoring
  - Financial policy and controls
  - Financial Administration including income, payments & p-cards
  - Risk, Insurance and Security Compliance
- **Procurement**
  - Purchasing goods and services
  - Procurement support and advice
  - Monitoring and ensuring legal compliance
  - Contract management and controls
  - Insurance
  - Benchmarking and supply market information
  - Developing sourcing strategies
- **Information & Technology Governance**
  - IT Strategy
  - Business relationship management, business analysis and business case development
  - IT Solution development/delivery
  - IT project governance/support
  - IT Procurement, Contracts & Supplier Management
- **Estates**
  - Property management including repairs and maintenance
  - Capital Schemes including major projects
  - Estates Strategy

### Safer Communities
- **Boroughs**
  - Responding to emergencies
  - Community safety initiatives
  - Community engagement
  - 24 hour community fire stations
  - Technical Rescue
  - Large Animal Rescue
  - Rope Rescue
  - Swift Water Rescue
- **Business Safety**
  - Fire safety/petroleum regulation
  - Business engagement
  - Fire investigations
- **Community Safety**
  - Promoting safer communities
  - Home safety and Safe and Well visits
  - School and community engagement

### Planning & Improvement
- **Performance Management**
  - Data analysis
  - Reporting
  - Business planning
- **Community Risk Management**
  - Data analysis
  - Community Profiling
  - Proactive risk modelling
- **Communications**
  - Campaigns
  - Internal Communications
  - Website and intranet
- **Business Services**
  - Business support
  - Switchboard
  - Print management
- **Project Co-ordination**
  - Planning
  - Monitoring
  - Governance
- **Democratic Services**
  - Administer the democratic process
  - Constitution advice
  - Freedom of Information

### HR & Organisational Development
- **Human Resources**
  - Employment law and policy
  - HR advice and projects
  - Recruitment and selection
- **Payroll & Pensions**
  - Support on payroll and pension
  - Policy and legal developments
  - Administration
- **Organisational Development**
  - Staff Engagement
  - Succession planning and talent management
  - Induction and Appraisals
  - Apprenticeships
- **Inclusion & Diversity**
  - Monitoring, reporting and ensuring compliance with statutory responsibilities
  - Guidance and support on Inclusion and Diversity
  - The promotion and training on inclusion and diversity areas
- **Administration Support**
  - Monitoring and ensuring legal compliance
  - Contract management and controls
  - Insurance
  - Benchmarking and supply market information
  - Developing sourcing strategies

### Training & Assurance
- **Command & Operational Training**
  - Operational training
  - Incident Command
  - Operational Improvement and Incident Feedback
  - Commercial training
- **Health, Safety & Well-being**
  - Improving standards of health and safety
  - Policies, procedures and safety management systems
  - Management and investigation of accidents
  - Developing strategies to continue to look after employee health, safety and well-being
- **Workforce Development**
  - Supporting staff development
  - Building leadership capacity
  - Station based training
  - iLearn
  - Competency framework support and advice

### Principal Officers & Executive Support

### Administration Support
- **Democratic Services**
  - Administer the democratic process
  - Constitution advice
  - Freedom of Information