



# Shropshire Fire and Rescue Service

Putting Shropshire's Safety First



Candidate Pack  
Assistant Chief Fire Officer

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# Welcome Message From The Chief Fire Officer and Chief Executive



## Dear Applicant,

Shropshire Fire & Rescue Service is a superb service that has received a rating of “Good” in 2021 in all three areas of inspection. Following my recent appointment as Chief Fire Officer, I am seeking an Assistant Chief Fire Officer to lead and develop the Corporate Services teams, and I am delighted that you are interested in being part of the Service’s future.

Our major asset are our people, and I am looking for an exceptional individual, with the skills, talent and commitment to lead and work alongside our outstanding workforce, a supportive Fire Authority, and partners to serve our communities. By joining Shropshire Fire and Rescue Service, you will be making a positive difference to the lives of all those who visit, reside, work or travel within Shropshire.

Shropshire is England’s largest inland county occupying approximately 1,350 square miles. The county is rich with history, having in excess of 500 listed buildings. It is also home to Ironbridge Gorge World Heritage Site, universally accepted as the birthplace of the industrial revolution. The English counties of Cheshire, Staffordshire, Herefordshire and Worcestershire and the Welsh counties of Powys and Wrexham bound Shropshire and we are one the UK’s most rural counties.

With a relatively low population spread across a relatively large area, this brings a unique set of challenges for a service of our type. We are committed to working in partnership and have links with our neighbouring Fire and Rescue Services, most notably a Memorandum of Understanding with Hereford and Worcester F&RS. This partnership aims to bring our Fire Control departments closer together to improve working practice and increase resilience, and we also collaborate closely with Shropshire Council, Telford and Wrekin Council, West Mercia Police, West Mercia SAR & West Midlands Ambulance Service to help deliver a better service to our community.

As Assistant Chief Fire Officer, you will be at the heart of decision making and strategic thinking which will help to shape the future of the service. You will also be part of the Executive Officer rota providing Gold Command Cover.

I welcome applications from experienced Strategic Managers who are able to demonstrate a successful track record of achievement and the ability to provide strong leadership at a pivotal time for the service. My expectation is that the successful candidate will contribute to further developing the culture and values of our Service, whilst providing strategic direction, maintaining high performance and building effective working relationships with partner organisations, in order to shape the future services provided to the people of Shropshire and Telford and Wrekin.

Thank you for taking the first step towards joining us; I look forward to hearing from you and wish you every success with your application.

**Simon Hardiman**

**Chief Fire Officer**



## About Shropshire

Shropshire in the West Midlands is bordered by Wales to the west and the English counties of Cheshire (north), Staffordshire (East), Worcestershire (south-east) and Herefordshire (south). The five main towns are the county town of Shrewsbury, Telford, Oswestry, Bridgnorth and Ludlow.

The Shropshire Hills area of outstanding natural beauty lies to the south, covering about a quarter of the county, and Ironbridge Gorge (with its famous bridge) is a UNESCO World Heritage Site and the area around Coalbrookdale is seen as one of the birthplaces of the industrial revolution.

During the medieval period the county was central to the Welsh marches and many of the castles built across it to defend against the Welsh still stand today (the border with Wales remaining fluid until the 14th century).

The River Severn runs through the county exiting into Worcestershire, and 41 miles of navigable canals (including the Shropshire Union) are managed by the Canal and River Trust. There are also two major water supply aqueducts (supplying Birmingham and Liverpool).

The county is well-served by road and rail with train lines in the West Midlands, Wales and to London Euston (Shrewsbury being the main rail hub). Telford and Shrewsbury are the main retail centres.

There are plenty of things to do in Shropshire with great walking (perhaps on the Long Mynd or Offa's Dyke), numerous historical sites to visit (Roman, medieval and more modern industrial), and heritage rail and waterways to travel on. The county offers also offers both town and country living.



## About the Role

### Assistant Chief Fire Officer

**Salary: £100,890**

Due to the recent appointment of the new Chief Fire Officer, Shropshire and Wrekin Fire Authority are now looking to appoint a highly motivated individual to the post of Assistant Chief Fire Officer. The successful candidate will have the skills and energy to deliver a high quality, affordable and sustainable Service to the people of Shropshire.

Shropshire and Wrekin Fire and Rescue Authority delivers a service to over 480,000 residents spread over 1,346 square miles, with the busy towns of Shrewsbury and Telford at its centre. This sparsity, combined with the heritage sites and challenges of two growing vibrant towns creates a challenging and interesting risk profile.

As a member of the Executive Leadership Team and the Service Management Team applicants must currently be operating at a strategic level with a strong record and have the skills to lead, innovate and drive change, direct and manage across a range of professional disciplines including Service Delivery (Prevention Protection and Response) and/or Service Support (HR, Admin, ICT and Risk and Performance).

The successful candidate must have the ability to balance conflicting demands, the confidence to innovate and be creative and the resilience and character to deal with the pressures that come with an Executive role. With many of our support functions outsourced, experience of successfully contracting with third parties and managing those relationships is also beneficial.

SFRS strives to be an inclusive organisation and candidates should have highly developed interpersonal skills, the ability to demonstrate respect for diverse opinions, openness, honesty, and integrity are key personal qualities to build positive relationships both within and outside of the organisation. A key part of the role is engagement with Elected Members requiring political awareness and acuity.

The Assistant Chief Fire Officer is part of the Executive Officer Rota and as such is required to reside within an approved area and must provide executive, operational and Strategic Command cover. The position is subject to Gold Book terms and conditions. The Service provides a vehicle with an option for private mileage, subject to respective taxation. A relocation package is available.

Applicants are invited to contact Executive Support to request a telephone appointment for an informal discussion about the post with the Chief Fire Officer, Simon Hardiman on 01743 260200.

**Shropshire Fire and Rescue Service have a strong commitment to equality diversity and inclusion at work. We want to reflect the communities we service and therefore we positively welcome applicants from disabled people and minority groups who are under-represented in our Service.**

## **Job Description**

### **Assistant Chief Fire Officer**

#### **Job Purpose**

As a member of the Brigade Management Team, responsible for the management, direction and performance of Shropshire Fire and Rescue Service. To ensure that it fulfils the Services statutory and non-statutory obligations to the community, and recommendations are implemented as directed by the Members of the Combined Fire Authority and its committees. To manage and deliver all aspects of Corporate Services.

#### **Major Tasks**

- To be proactive in promoting the Service vision, aims and values, and act as an ambassador of the Authority in the community. Take responsibility and accountability for the performance and achievement of corporate objectives through the effective management of functional teams and continuous self-development.
- As a Member of the Executive Leadership Team and the Service Management Team, to contribute to the formulation and review of policy and strategic direction for the whole Service.
- To provide professional advice and assistance to the members of the Combined Fire Authority, producing reports, briefings and research documents as appropriate. Represent the Service and the Authority at key events at local, regional and national level that enhance and support the reputation of the Authority as a progressive organisation and raise the civic awareness of the wider role of Shropshire Fire and Rescue Service.
- To act as the Senior Information Risk Owner for the Authority, including chairing the Systems Governance Group, Performance and Risk Group and the Job Evaluation Steering Group.
- To conduct consultation and negotiation with representative bodies in order to manage change in a constructive and positive climate of strong employee relations.
- To champion and promote continuous improvement and efficiency achieving improved value for money and high quality outcomes for the residents of Shropshire Telford and Wrekin.

#### **Job Activities**

- Take personal responsibility for the leadership and management of the Corporate Services functions, namely Human Resources, Equality, Diversity and Inclusion, Development, ICT, Administration, Planning and Programme Management, Service Development, Partnerships, Transformation and Collaboration and Chaplaincy.
- Develop the Authority's corporate statutory documents including the five year

Service Plan in conjunction with the Service Management Team and the Authority Treasurer.

- Assist in providing the Authority's Statement of Assurance and key governance documents in conjunction with the Clerk and Treasurer to the Authority.
- Provide strategic oversight of corporate and business planning, corporate risk management, performance management, contract management (in conjunction with the Head of Resources) and related corporate services.
- Provide strategic oversight of portfolio and programme management ensuring the Authority's strategies, policies and projects are executed within the current and future financial resources available to the Authority.
- Lead on Organisational Development to reflect modern principles of Human Resources management, business process improvement and a values driven culture.
- Represent the Service as the Executive Officer on appropriate boards/bodies and partnerships that leverage ongoing efficiencies, shared services, collaborative working and improvement in outcomes for the residents of Shropshire Telford and Wrekin.
- Set targets and objectives for own teams. Monitor delivery and identify areas for continuous and sustainable performance improvement.
- Be the Senior point of contact for the Service to monitor and respond to Complaints and Discipline Investigations.
- Chairperson of the Shropshire Fire and Rescue Pension scheme Board, as an Employer representative to monitor performance and delivery of the Scheme by the Scheme Administrator.
- Select, manage and develop teams and individuals to ensure the current and future needs of the Service, communities and key stakeholders are met. Ensure all staff within the Directorate have the opportunity to develop their full potential to meet Service priorities.
- Represent the Service at events that present a significant risk to the community, providing strategic leadership and support in multi-agency incidents ensuring effective support to all Service staff involved in resolving the incident, including participation in Strategic command.

## Other tasks and considerations

- To ensure that the Brigade policies on equality and diversity at work are implemented, monitored and adhered to at all times, in order to achieve a working environment that promotes equality and diversity. Be sensitive to the feelings and needs of others.
- To support the organisation in embedding the strategic aims and corporate objectives.
- To ensure all duties are carried out in accordance with the Authority's IT Security Policy.
- To comply with the Health and Safety responsibilities set out in Appendix A to this job description.
- Ensuring information is securely maintained and treated confidentially in accordance with Service policy, the Data Protection Act and other Information Acts.
- Maintain proper administrative procedures and records in accordance with Service policy, orders and instructions including documenting and recording work activity.
- Ensure that any defect of Service premises, accommodation, furnishings, vehicles fixtures and fittings are reported in accordance with specified procedures.
- To carry out such other duties as may be directed, commensurate with the grading of the post.
- The Chief Fire Officer will, from time to time, change references and principal accountabilities of Service Leadership Team members.
- This post is designated as politically sensitive under the 1989 Local Government and Housing Act by virtue of being a designate post, and as such will comply with these regulations.
- To function as a strategic manager as part of the Service's Executive Rota and provide strategic advice to support and resolve operational incidents. The post-holder must be prepared to reside within a geographic area agreed by the Chief Fire Officer.



## **Other relevant terms under the Service's Pay Policy**

### **Benefit in kind**

Brigade Managers are entitled to a provided vehicle to enable full performance of required duties. This is subject to tax at the rate appropriate to the individual for personal use.

### **Fees and allowances**

There are no fees or allowances payable to Brigade Managers.

### **Bonuses**

There is no bonus scheme in operation for any role across the Service.

### **Expenses**

Brigade Managers are able to reclaim a restricted range of legitimate and evidenced expenses. Wherever possible the Service will centrally procure travel and accommodation, e.g. rail tickets and hotels, to gain best value and reduce the level of individual claims by officers.

The Brigade Managers do not hold an expense account or corporate credit cards.

### **Subscriptions**

The Fire Authority pays an annual membership fee for each Brigade Manager for the National Fire Chiefs Council (NFCC).

### **Performance review**

The Brigade Managers are expected to deliver their specified objectives and each has an annual performance review.

### **Performance related pay**

There is no performance related pay scheme in operation for any role across the Service.

### **Enhancement at termination**

In cases of redundancy, payment is calculated based on actual weeks' pay in accordance with Brigade Order Human Resources, Redundancy & Organisational Change . There are no other entitlements to any enhancements at termination.

## Person Specification

### Experience

#### Essential

- Significant demonstrable senior management level experience in a medium/large organisation
- Experience of working with politicians, providing clear, balanced advice and guidance on strategic issues
- Proven experience in managing change and frontline service transformation in a complex, dynamic environment.
- Proven experience in strategy development, improvement planning, budgetary and performance management
- Experience of managing the performance of diverse teams and individuals to achieve objectives
- Experience of meeting statutory requirements within a legislative framework
- Experience of commanding largescale emergency incidents
- Experience of working within a multi-agency command environment.

#### Desirable

- Budget management experience in a comparable organisation
- Experience of working with key stakeholders and partners such as local authorities, voluntary and community groups, emergency services, education establishments, business representative bodies and health professionals
- Experience of taking part in and providing strategic and risk critical advice in a multi-agency event
- Experience of working in different sectors that demonstrates an ability to adapt to and perform in a range of roles and contexts and bring in ideas from other perspectives
- Experience of working within a Strategic Co-ordination Group within the meaning of the Civil Contingencies Act.

### Qualifications & Training

#### Essential

- Degree level (or equivalent) qualification in appropriate discipline
- Clear evidence of continuous professional development.
- Current driving licence
- Level 4 (Gold) Incident Command or equivalent
- Successful completion of the Executive Leadership Programme or similar

## **Desirable**

- Accredited Professional body membership
- Supporting qualifications and training covering a range of key management/ leadership skills
- Masters level qualification

## **Knowledge & Skills**

### **Essential**

- Professional and managerial competence to plan, direct and evaluate performance in appropriate functional areas
- Understanding of the political, economic and environmental context of a public service
- Knowledge of current Human Resource, Development and Equality, Diversity and Inclusion strategies and practices
- Awareness of broad business concepts including risk and financial management, performance and programme management and organisational effectiveness
- Highly developed influencing ability and skills tuned to achieving change, often through negotiation and persuasion
- Effective communication skills including making confident and engaging presentations, chairing and facilitating meetings effectively, producing concise and clear summaries and papers.

### **Desirable**

- Awareness of the social and economic challenges in the Shropshire Telford and Wrekin areas
- Public relations and media management skills
- Evidence of understanding of the Government's policy and direction for the fire sector
- High level skills that demonstrate ability to balance priorities, build consensus and support for a plan of action and influence a wide external network
- Work under pressure to tight deadlines and exercise independent judgement

## **Leadership & People Management**

### **Essential**

- Lead the development of strategies and policies that contribute to the delivery of the organisation's objectives
- Be a proactive change agent and champion of continuous improvement with successful track record of leading through influence at all levels
- Qualification in Leadership and/or Management at degree level
- Direct, motivate and manage a number of teams with different, but related, roles and build synergy between them.
- Develop and communicate a clear sense of direction, setting priorities and empowering others to deliver effectively and efficiently.
- Ensure all staff within the Directorate have the necessary support and development to continually improve their skills, competencies and performance and thereby achieve their full potential

## **Personal qualities and attributes**

### **Essential**

- Able to demonstrate respect for, and appreciation of, diverse opinions, including others to develop the organisational awareness and culture.
- Able to demonstrate openness, honesty and to build positive relationships.
- Strong personal integrity, approachable and able to give credible, objective advice, gaining commitment and overcoming obstacles to achieve sustainable outcomes.

## **Other essential factors**

- A good health and attendance record
- An ability to meet the contractual requirements of the role whilst maintaining a work-life balance
- Maintaining a current driving licence



## **Terms and Conditions of Employment**

### **Pay**

A salary of £100,890 which is subject to national pay reviews which may be undertaken at the discretion of the Fire Authority.

### **Contract**

The appointment is permanent and full-time. The terms and conditions of employment are agreed under the National Joint Council for Brigade Managers of Fire and Rescue Services (Gold Book) as adopted by the Fire Authority.

### **Location**

The post is based at Fire Service Headquarters, St Michaels Street, Shrewsbury, SY1 2HJ. However, the place of work may be anywhere within the Shropshire Fire Authority area with travel outside the boundary as required.

### **Hours**

Basic 42 hours per week and a requirement to provide gold command operational cover on a rota basis. May be required to work any reasonable additional or regular hours necessary to ensure the proper performance of the duties of the post, without additional payments being made.

### **Annual Leave**

Annual leave allowance of 38 days plus 2 days for Public Holiday commitment working applies to the post. Locally agreed arrangement.

### **Vehicle**

The postholder will be provided with a service vehicle. It is a condition of appointment that the postholder maintains a current driving licence.

### **Notice**

The appointment is subject to six months notice of termination on either side.

### **Pension**

The appointment carries eligibility to join the Firefighters pension scheme or the New Firefighters pension scheme as amended from time to time for candidates from an operational background.

### **Operational Base**

You are required to participate on the Gold Command rota and provide a base within defined boundaries as agreed with the Chair of the Fire Authority. Further information available on request.

## Pre-employment Checks

Any offer of employment will be subject to two satisfactory references being received (one from your present employer) and medical clearance by the Service's Occupational Health Adviser.

## Criminal Convictions

An offer of employment will be subject to the receipt of a satisfactory DBS check, failure to declare an unspent criminal conviction may lead to an appointment being terminated.

## Relocation

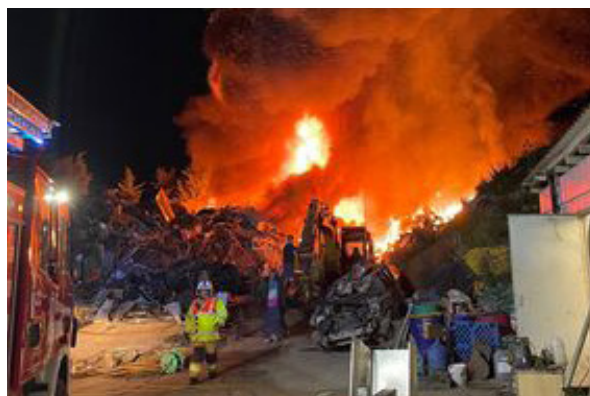
A resettlement allowance is available and further information is available on request.

## Political Restrictions

Under the provisions of the Local Government and Housing Act 1989, the postholder will be subject to political restrictions. The postholder will be expected to maintain political neutrality in relation to the work of the Authority.

## Code of Conduct

The postholder will be required to observe the requirements of the Fire Authority's Standing Orders, internal policies and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Authority.



## Application Process

The selection process will be undertaken by The Chief Fire Officer Executive and Fire Authority Members. The process will also involve members of the Senior Leadership Team, and HR and Media Consultants. The selection process comprises of three stages as follows:

### Stage One

Technical Interview with an independent Chief Fire Officer and independent Consultant

### Stage Two

Media Assessment with independent Media Consultants  
Behavioural assessments and interview

### Stage Three

Presentation to Independent Partners on a topic given prior to the interview  
Formal Panel Interview

**Closing date for applications:** 22 June 2023

**Technical Interviews:** 3 or 4 July 2023

**Assessment Centre and Final Interviews:** 20 July 2023

## Reasonable Adjustments and Accommodations

It is important that you consider at an early stage of the process if you would like to request arrangements that will assist you in completing the selection process. Any requests for reasonable adjustments will be treated with the utmost confidence. The successful candidates will be issued with a conditional offer and will undergo pre-employment checks including medical and referencing prior to the issue of a formal offer of appointment. Feedback will be available to both successful and unsuccessful candidates upon request after the process has concluded.

## For a confidential discussion please speak to:

**Dawn Faulkner**

**Tel:** 0121 312 3755

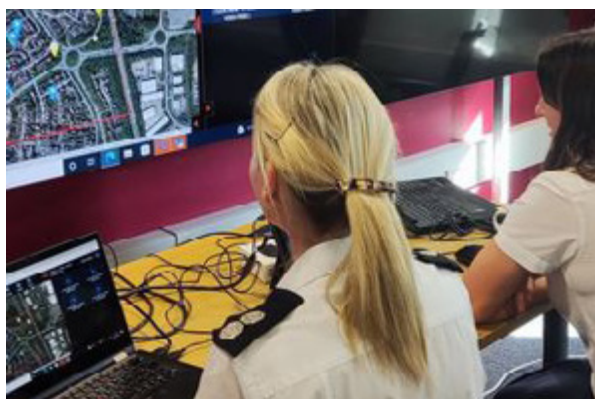
**Email:** [dfaulkner@faerfield.co.uk](mailto:dfaulkner@faerfield.co.uk)

**Sarah Longbottom**

**Tel:** 0121 312 3755

**Email:** [slongbottom@faerfield.co.uk](mailto:slongbottom@faerfield.co.uk)

TO APPLY FOR THIS ROLE, PLEASE CLICK [HERE](#)



# About Shropshire Fire & Rescue Service

## CRMP Key Facts

Shropshire FRS:

- covers a service area of 1,347 square miles and a population of £51m people (up 5% local 5 year change);
- has a workforce comprised of 42% wholetime firefighters and 58% on call firefighters;
- has 30 fire engines over 23 stations;
- during the period attended 2.3 fire incidents and 2.2 non-fire incidents per 1,000 local population; there were 3.0 false fire alarms per 1,000 local population during the same period.
- The firefighter cost per person per year was £26.80 (against a national average of £25.22)

We are proud to have been rated in the most recent inspection by HM Inspectorate of Constabulary Fire and Rescue in 2021 as “good” across all three areas of the inspection - effectiveness, efficiency and the way we treat our staff - one of only 16 out of the 45 Fire and Rescue Services covered to achieve this.



The extent to which the service is effective at keeping people safe and secure from fire and other risks is **good**.



The extent to which the service is efficient at keeping people safe and secure from fire and other risks is **good**.



The extent to which the service looks after its people is **good**.

For more information on the inspection visit [HMICFRS](#)

For more information about Shropshire Fire & Rescue Service visit [our website](#).

Watch our [“about us” video](#) on YouTube.



## Our core values:

**Improvement:** we value improvement at all levels of the service by ...

- Accepting responsibility for our performance
- Being open-minded
- Considering criticism thoughtfully
- Learning from our experience
- Consulting others

**People:** we value all our employees by practising and promoting ...

- Fairness and respect
- Recognition of merit
- Honesty, integrity and mutual trust
- Personal development
- Co-operative and inclusive working

**Diversity:** we value diversity in the Service and Community by ...

- Treating everyone fairly and with respect
- Providing varying solutions for different needs and expectations
- Promoting equal opportunities in employment within the Service
- Challenging prejudice and discrimination

**Community:** we value service to the community by ...

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Being answerable to those we serve
- Striving for excellence in all we do.



## Additional Information

For additional information, please follow these links:

### **Shropshire Fire and Rescue Service**

[Shropshire Fire and Rescue Service Website](#)

[Service organisation and financing](#)

[About the Service](#)

[About the Shropshire and Wrekin Fire and Rescue Authority](#)

### **Tourism**

[Visit Shropshire](#)

### **Relocating to Shropshire**

[Rightmove](#)

[Zoopla](#)

[Shropshire schools](#)

### **Living and Working in Shropshire**

[The Marches Local Enterprise Partnership](#)



