

**THIS IS THE  
DIFFERENCE  
YOU MAKE**



This is the difference you make, leading Warwickshire Fire and Rescue.



# **Chief Fire Officer**

## **Candidate Information Pack**

March 2021

## **Welcome, and thank you for your interest in the role of Chief Fire Officer.**

This is an important time for Warwickshire County Council as we are still very much in the throes of responding to the COVID pandemic, proactively working on our recovery, and transforming the way we work and deliver our services.

Warwickshire has a very close, solution focused and collegiate feel, not least in the Senior Leadership Team, so team fit and a positive attitude are important to us.

The Chief Fire Officer plays a key role in the delivery of our County Council business, being part of our strategic leadership team. The Chief Fire Officer leads our Fire and Rescue Service, creating a more inclusive and integrative culture, where everyone is working together to make Warwickshire the best it can be.

Clearly, we face challenges, along with other public sector organisations: climate change; economic recovery; increased pressures on public health and social care; increased demand for services and the levelling up in society to name but a few.

As an ambitious council we are working proactively to respond to these challenges, but we also recognise there are significant and exciting opportunities to help transform and improve our services. And our Fire and Rescue Service will play a pivotal role in this. We have consistently managed a sound and sustainable medium-term financial plan but recognise that the future economic landscape is uncertain, it will present challenges and require us to be innovative and solution focused.

This is a fantastic opportunity to join an ambitious County Council, to lead a high performing and valued Fire and Rescue Service and contribute to the county's

success. We anticipate that we will appoint a transformative leader, preferably with experience of local government. Equally important is an ability to demonstrate a mind-set that will give us confidence that you think creatively, implement effectively, deliver tangible benefits and behave with integrity. Our new Chief Fire Officer must be able to work collaboratively and have the ability to influence change, both internally and externally, as well as manage strategic partnerships.

We're proud of the care and service we deliver but know that to progress, we too have to adapt. We're determined to bring new ideas to the table, alongside what we already do well. It's an exciting time to be a part of our organisation and we are seeking the best possible leader for our Fire Service.

Could this be you?



**Mark Ryder**

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Strategic Director for Communities  
Warwickshire County Council

# THIS IS SUPPORT



## Welcome to Warwickshire

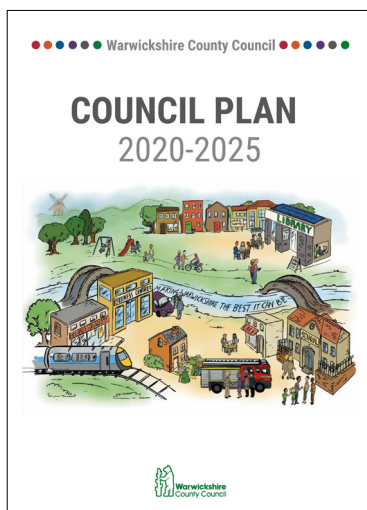
Warwickshire is an internationally renowned county that is home to some of the UK's most established businesses, as well as thousands of thriving small enterprises. Warwickshire hosts millions of tourists who come each year for its historic towns, rich heritage and hundreds of acres of rolling countryside.

Located at the heart of the UK, Warwickshire enjoys superb links to the rest of the country through its proximity to the national motorway network and growing local rail network.

Warwickshire, alongside Coventry, is a hub for innovation and skills, with local firms investing up to twice as much as the national average on research and design. This investment is further complemented by the number of high-quality universities close by.

## About Warwickshire County Council

As a County Council we want Warwickshire to be the best it can be, sustainable now and for future generations. To deliver this aim we have developed a detailed Council Plan which sets out our three priorities.



We want our communities and individuals to be safe, healthy and independent; our economy to be vibrant and supported by the right jobs, training, skills and infrastructure; and, to make the best use of resources available to us.

We have undergone a programme of radical transformation to become a flexible, agile organisation with staff and communities at the forefront of our decision-making.



Our response to the pandemic has been strong, considered and nationally noted. We were one of the first authorities to set up community hubs supporting the clinically extremely vulnerable; we are a beacon area for the national test and trace programme alongside Coventry and Solihull; and we were quick to set up lateral flow testing sites across the county to enable rapid community testing.

We are an ambitious council and shortly into the pandemic established a Recovery Plan to prioritise the activities and pathway to lead us out of the current situation and into regained health, wealth and sustainability.



## About Warwickshire Fire and Rescue Service

Our Fire and Rescue Service is highly valued by our County Council and our public. WRFS has a very good reputation, with HMICFRS rating us good in our last two inspections. A further full inspection is currently underway (March 2021), and we have a strong story to tell about our efficiency, effectiveness and our amazing people.

We have big ambitions for the future, with a concerted focus on continuous improvement and change, to create the best possible sustainable services for the people who live, work, visit and travel through Warwickshire.

As a public facing emergency service our customers always come first. Public and firefighter safety are of paramount importance to us. We have a strong emphasis on prevention and protection, as we know this vital work makes our communities safer.



Our attention is also very much on ensuring our response services are agile, proportionate, and resilient, to respond to the wide variety of risks within Warwickshire. We must also be prepared to respond effectively to emerging risks, particularly those relating to climate change, pandemics, terrorism and other national emergencies.

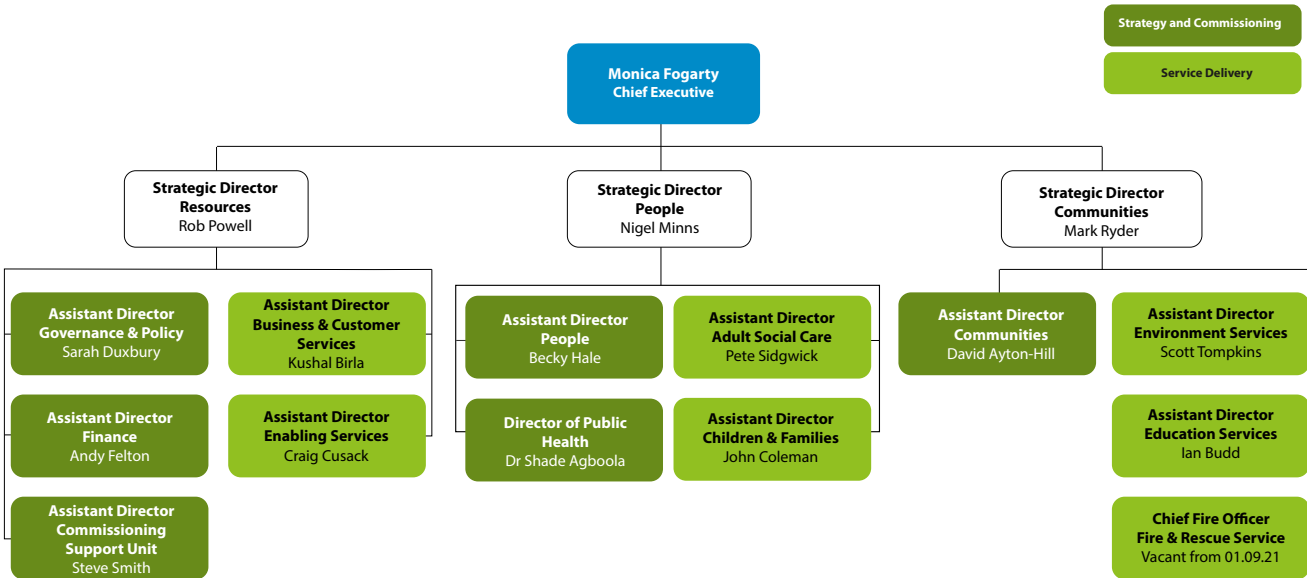
We have seen through the Covid pandemic how versatile and vital our services can be in supporting the wider community effort, how well integrated we are within our County Council and how well connected we are with our partners and most importantly our communities.

Our people are undoubtedly our greatest asset and we require someone who is committed to developing an even more inclusive and diverse culture, where everyone is valued and can realise their fullest potential.



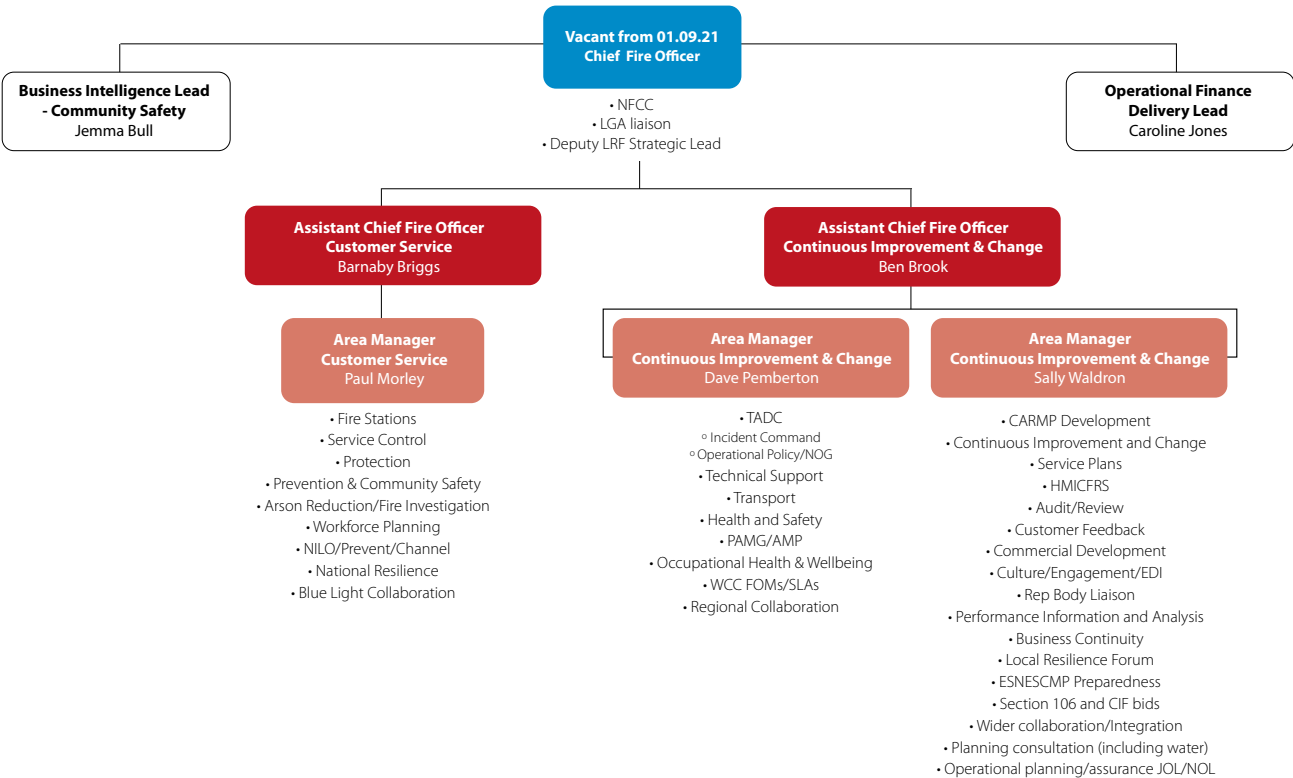
# Senior Leadership Structure

## Warwickshire County Council



# Senior Leadership Structure

## Warwickshire Fire and Rescue Service



# THIS IS COMMUNITY SPIRIT



## Our culture

We want to support all of our workforce to be best they can be. We are proud of our people and the shared passion to make a meaningful difference to the lives of those living in Warwickshire.

Our People Strategy holds this passion and purpose at its heart and sets out the people focused plans for our future.

Our values and behaviours provide a framework for understanding the expectations required from all our employees to embed our cultural ambitions as an organisation.

## Our values - the Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

## Our behaviours



do what  
we say



move with  
purpose and  
energy



focus on  
solutions



help people and  
communities to  
find their own  
solutions



build strong  
working  
relationships



be the best  
we can be



# THIS IS THE DIFFERENCE YOU MAKE



## About the role

This is a vital leadership role for Warwickshire Fire & Rescue Service, Warwickshire County Council and a prominent role in our Warwickshire community.

Foremost our Chief Fire Officer must be an efficient and effective leader. Focused on delivering positive outcomes for our customers, and excellent at developing strong professional relationships of trust, adding value across our County Council, our Service and with all our partners and stakeholders. You will be trusted and empowered to build relationships, take responsibility and make decisions, whilst leading by example at all times.

You will be required to deliver statutory duties as defined within the Fire and Rescue Services Act 2004 and create an inclusive, learning and integrative service, committed to continuous improvement and change. You will have responsibility for the overall performance of the Service, ensuring high standards of service and assurance to our customers and stakeholders. You will be open to executive oversight and scrutiny from our Fire Authority and accountable to our public.

You will be responsible for delivering an evidence based Integrated Risk Management Plan for Warwickshire, aligned to the decisions and direction set by our Fire Authority and aligned to objectives set out in our Council Plan 2025. You will need to ensure our direction travel and quality of service is also informed by national agendas

for the Fire and Rescue Service, seeking to embed fire standards and embrace good practice wherever practicable.

As the Chief Fire Officer, you will be a key collegiate member of the Warwickshire County Council Senior Leadership Team and you will play a fundamental leadership role as part of the Communities Directorate. You will work closely with County Councillors, Cabinet and the Corporate Leadership Team to develop and deliver the Council's strategic agendas.

We are seeking an inspirational leader with integrity. You will be expected to promote and role model our organisational values and behaviours. You will also be expected to support our County Council vision, objectives and priorities effectively to staff, partners, and the public. You will help create, demonstrate and promote a culture of inclusion, celebrating diversity, ensuring equality and fairness is at the heart of everything we do with our people and our community.

# Chief Fire Officer Job Description

**Directorate:** Communities

**Accountable to:** Strategic Director Communities and Warwickshire County Council

**Accountable for:** Warwickshire Fire and Rescue Service

**Salary:** Competitive

**Political restriction:** Yes

**Location:** Leamington Spa based with the ability to travel and work countrywide

**Annual revenue budget:** £21.9m

**Staffing:** 475

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## Job Purpose

- To lead and deliver a high performing Fire and Rescue Service.
- To contribute to realising the strategic aims and objectives of the Council in building a strong economy, protecting vulnerable people and creating safer communities.
- To develop the relationships that will be key to delivering and sustaining the Fire and Rescue Service and building resilience through effective partnership and collaboration across a wide range of services, whilst maintaining a strong and visible link to appropriate national structures and organisations.

## Responsibilities

- Ensure all statutory, legal and other obligations of the role of CFO are met.
- The strategic direction and management of the Fire and Rescue Service to meet the aims and objectives of the Fire Authority's strategy and plans and leadership of an effective senior management team.
- Lead the Service to improve fitness for purpose and ensuring excellence in programme, project, people, performance, resource management and process improvement.
- Ensure the efficient, cost-effective management of resources (financial, people and other) to foster collaboration and constructive challenge.

- Actively promote effective leadership that drives and performance and gives all employees a clear sense of direction, achievement and pride.
- Promote the highest standards of integrity, professional conduct and equality and diversity throughout the Service.
- Ensure the Service operates within a safety culture to fully meet health and safety expectations and requirements.
- Lead commitment to and focus on working with other local authorities, strategic partners, other agency partners and communities to deliver and sustain improved service outcomes.
- Provide strategic leadership, command and support to resolve emergency Fire and Rescue Service operations at multi-agency Gold Command level as contained within Category 1 of the Civil Contingencies Act.
- Operational responsibilities are also contained within this role and are referred to in the [NFCC Leadership Framework](#).
- Ensure effective risk management arrangements are in place to minimise the Service and Council's exposure to risk and uncertainty.



## People Leadership

- Establish a culture and environment of excellence and high performance across the workforce where innovation and creativity is encouraged and rewarded.
- Ensure services have the right capacity and capability to deliver service priorities through effective workforce planning, recruitment and talent management planning.
- Develop effective relationships with key partners, customers and stakeholders in order to deliver high quality and professional services.
- Ensure the service has the right people in the right roles with the right skills and behaviours to maximise performance.
- Ensuring most effective use of resources, including financial management, human resources and delivering outcomes through effective contract and performance management.
- Act and operate corporately across WCC adopting a one council approach.
- Act as a positive role model for Our Behaviours at all times.

## Service specific requirements

The post holder must be able to demonstrate that they role model the Warwickshire values and six behaviours in carrying out their role (see page 6)

In addition they must demonstrate the following role specific knowledge, experience and competencies:

- Proven relevant experience of leadership within a Fire and Rescue Service including experience in the strategic management of critical incidents.
- Qualified with Fire and Rescue National Joint Council Conditions of Service and associated National Occupational Standards to be a Chief Fire Officer.
- Educated to degree level in a relevant subject area or equivalent professional qualification appropriate to the post.

- Evidence of robust continuous professional development including preferably with a management qualification.
- Able to demonstrate the competencies set out in the [NFCC Leadership Framework](#) and the Strategic Manager Personal Qualities and Attributes Framework.
- Demonstrate knowledge of the statutory role, powers and responsibilities of the Fire and Rescue Service.
- Demonstrable knowledge of the principles and practices of Fire and Rescue Service Performance Assessment.
- The post holder will be expected to reside in the county of Warwickshire.
- The post involves travel throughout the county.
- The post will involve working out of normal office hours, including management cover for out of hours service.
- A current full clean driving licence with blue light driving requirement.

<b>Leadership and Management</b>	
<b>Capability</b>	<b>Descriptor</b>
<b>People Leadership</b>	<ul style="list-style-type: none"> <li>• Optimum structures</li> <li>• Leads and inspires high performing teams and people</li> <li>• Talent acquisition and development</li> <li>• Reward and recognition</li> <li>• Engages and motivates the workforce</li> </ul>
<b>Management of Resources</b>	<ul style="list-style-type: none"> <li>• Achievement of outcomes at optimal costs</li> <li>• Manages quality assurance</li> <li>• Holds functions to account for deliverables, quality and costs</li> <li>• Generates income and commercial growth plans</li> </ul>
<b>Organisational Leadership</b>	<ul style="list-style-type: none"> <li>• Cross organisation and wider sector collaboration</li> <li>• Models innovation and champions diversity and creativity</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Contributes to the Corporate Strategic Plan</li> <li>• Defines the Strategic Plan for Functional area/s</li> <li>• Uses whole system thinking</li> <li>• Needs driven</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Service transformation and continuous performance improvement</li> <li>• Thinks outside of "Warwickshire" – bring ideas and innovation from other sectors and organisations</li> <li>• Develops end to end improvement plans based on the needs of our customers</li> <li>• Uses technology and innovation to improve the customer experience and maximise service efficiency</li> <li>• Develops strategies for the effective use of technology to deliver service improvements</li> <li>• Role models self-service and modern working practices</li> </ul>

## **Benefits**

- Relocation package
- The provision of a pool vehicle for continuous duty use
- Competitive holiday entitlement
- Pension Scheme
- Payment of professional fees for approved professions
- Bupa's Cash Plan which helps provide a valuable and effective healthcare benefit
- Employee Assistance Programme provided in-house (wellbeing and counselling provision)
- Maternity, paternity, adoption and parental leave
- Sickness provision
- Charitable giving through payroll deduction
- Eye care vouchers
- Lifestyle benefits – a vast range of national and local discounts and offers from retailers, as well as savings on travel, leisure and entertainment
- Cycle to work scheme through salary sacrifice
- Leavers and internal transfers: advice for pensionable employees

## How to apply

To apply for this post you will need to complete our online application form. All applications should be submitted by midnight, Thursday 15th April.

To apply for this post, you will need to submit the following documentation as part of your electronic application form:

1. A CV setting out your career history, current role responsibilities and achievements.
2. Supporting statement should be two sides of A4 showing how you meet the knowledge, skills and experience for the role.
3. A completed Equality, Diversity & Inclusion Monitoring Form.

All monitoring data will be treated in the strictest confidence, will not be provided to the selection panel and will not affect your application in any way.

Schedule	
Closing date	Midnight, Thursday 15th April
Online psychometric assessment	From 23rd April
Leadership interview and feedback form psychometric assessment	From 23rd April
Stakeholder panel interview	Wednesday 26th May
Officer interview and presentation	Wednesday 26th May
Final Elected Members panel interview	Tuesday 1st June

### Guaranteed Interview Scheme

Warwickshire County Council is a Disability Confident employer. As part of this, we guarantee an interview to anyone with a disability who demonstrates through their application that they meet the minimum essential criteria for the post.

### Armed Forces Covenant

A Guaranteed Interview will be provided to a Service leaver who meets the 'Essential' criteria for any post being externally advertised. Applicants must provide evidence in their application form which demonstrates that they meet the level of competence required for each essential qualification, skill or experience defined as 'Essential' in the Person Specification.

### Specialist Support

Should you require application forms in an alternative format / language or any adjustments to be made throughout the application process or upon appointment, please contact **[katieeade@warwickshire.gov.uk](mailto:katieeade@warwickshire.gov.uk)** and we will make every effort to meet your specific requirements.

## Contact us

**For support in relation to the application process contact Katie Eade, Recruitment Advisor:**

[katieeade@warwickshire.gov.uk](mailto:katieeade@warwickshire.gov.uk)  
01926 738496

**For a confidential discussion about the role please contact Mark Ryder, Strategic Director for Communities:**

[markryder@warwickshire.gov.uk](mailto:markryder@warwickshire.gov.uk)  
01926 412705