



Gwasanaeth Tân ac Achub
De Cymru
South Wales
Fire and Rescue Service

Temporary Assistant Chief Fire Officer (ACFO)

South Wales Fire and Rescue Service (SWFRS) is one of the largest Fire and Rescue Services (FRS) in the UK, serving 1.6 million people across 10 Constituent Unitary Authorities stretching from Bridgend to Monmouth and from Cardiff Bay to the Brecon Beacons National Park.

We are looking to appoint a temporary Assistant Chief Fire Officer who will be part of a new exciting Executive Leadership Team providing support to the Chief Fire Officer. The successful candidate will drive forward the work on transformational change, both culturally and operationally.

Eligibility:

Applications are invited from substantive and competent Area Managers and existing substantive and competent Assistant Chief Fire Officers.

Duration:

The duration of the temporary role is for an initial period of up to 12 months (with a review after the first 6 months), but may extend beyond this timeframe, depending upon business need.

Salary/Benefits:

£130,996 per annum (Gold Book pay arrangements).
Access to Service lease car scheme and Firefighter Pension scheme.

Hours of Work/Availability:

Hours of work will be in accordance with the Service's Gold Command Rota Duty System (Continuous Duty). The successful candidate will be required to work unsocial hours. The circumstances and the working arrangements are likely to involve extended periods of availability outside of normal office hours.

Location:

Fire Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or any other of the Service's locations. This job involves travel throughout the Service area, Wales and other locations. The successful applicants must be able to travel.

Applications:

Candidates are required to apply online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/>. During the process applicants are encouraged to check all email folders for system generated updates. If a paper version is required, please email: personnel@southwales-fire.gov.uk.

Applicants are also required to submit the following to the supporting evidence section of the online application:

1. A tailored and current CV setting out your work history, responsibilities and achievements as they relate to the role.
2. A supporting document which sets out your answers (in no more than 500 words per answer) to the following two questions:

a) Why you feel you are a good fit for the role.

b) What specific qualities you will bring to support the Service in achieving the culture and organisational transformation and change that it is seeking.

Closing date for applications	09:00am Friday 25th October 2024
Interviews	w/c 28th October 2024

Job Description

The following job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

General Duties:

1. To maintain availability for strategic operational command purposes as required by the Gold Command rota and respond to operational incidents in line with Service policies and procedures.
2. To ensure the effective management of the Service as a member of the Executive Leadership Team.
3. In line with Service policies and operational priorities, to convene, attend (Chair as appropriate) Business Continuity Management team meetings for the purpose of resolving any potential or actual strategic interruption to key Service functions.

4. Ensure the effective corporate governance of the Service through compliance with the Service's systems of Corporate Governance, primary strategies/ policies and relevant regulatory responsibilities, ensuring efficiency and effectiveness.
5. To ensure management systems are in place for the effective and efficient administration of:
 - Service resources and budgets
 - Quality of service delivery
 - The discharging of the Service's legislative duties
 - Working relationships and partnerships with other emergency services and agencies that will enhance the performance of the Service
 - Staff competence, development, capacity and conduct
 - Health, safety and welfare of responsibilities
 - Consider the environmental impacts of Service activities
 - Equalities and workforce diversity
 - Welsh Language Scheme requirements
6. To attain and maintain personal competence in respect of role map functions and any relevant or designated professional qualifications requirements.
7. To act as a role model by providing effective/positive leadership at all times.
8. To act in accordance with the Service's policies, procedures and staff code of conduct.
9. To represent the Service on relevant forums, bodies and committees.
10. To ensure effective communications are maintained with key Service stakeholders through the provision of appropriate reports, consultation documents, general updates and publications.
11. To discharge such other duties as may from time to time be required by the Chief Fire Officer.
12. To work in partnership with accredited representative bodies of staff, including chairing relevant committees as necessary.
13. To prepare and present reports to the Board of Commissioners and any of its committees, as required by the Chief Fire Officer.
14. To serve on such regional and national committees as may be agreed with the Chief Fire Officer and the Commissioners for South Wales Fire and Rescue Service.

External candidates - Please note that appointments into this role are conditional upon undertaking an Enhanced with Barred List(s) Disclosure and Barring Service (DBS) check. Please be aware this check will pick up any spent and unspent convictions or cautions. Prior to any formal offers being made successful applicants will be required to undertake a Drug and Alcohol Test.

