

Gwasanaeth Tân ac Achub  
De Cymru



South Wales  
Fire and Rescue Service



SOUTH WALES FIRE AND RESCUE SERVICE  
**ASSISTANT CHIEF FIRE OFFICER (2 POSTS)**  
APPLICATION PACK

This document is also available in Welsh

This vacancy pack has been developed to provide applicants with a full overview of the application and selection process for two posts of **ASSISTANT CHIEF FIRE OFFICER (ACFO)** in South Wales Fire and Rescue Service (SWFRS).

Applicants are advised to read the pack in full before submitting their final application.





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## Introduction

# Assistant Chief Fire Officer Vacancy (2 Posts)

Thank you for your interest in the role of Assistant Chief Fire Officer at South Wales Fire and Rescue Service. We are looking to fill **two** vacancies on a permanent basis and further details of these are contained within this pack.

We are looking to appoint individuals with a demonstrable track record of strong and inclusive leadership. They will possess excellent communication skills, and the ability to nurture and manage strong relationships across a wide stakeholder group and be an advocate for the Service.

The successful candidates will play a major role in enhancing the culture and values of the Fire and Rescue Service through engaging and inspiring our people, so that they achieve our ambition of providing service excellence across South Wales. They will always demonstrate the highest standards of professionalism.

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 want to build a reputation of excellence in the delivery of our services from responding to emergency incidents to improving our range of preventative initiatives. South Wales Fire and Rescue Service is committed to making our communities the safest places to live, work and visit, by focusing on community protection, attracting, and developing our people, making effective use of resources, whilst achieving organisational improvement.

The Service currently seeks to appoint two Assistant Chief Fire Officers who will demonstrate an enthusiastic and innovative approach to the leadership of a large Service area, whilst upholding our Service values:

**Professional**

**Caring**

**Respectful**

**Dedicated**

**Trustworthy**

**Dynamic**

**Disciplined**

**Resilient**

The successful candidates will also contribute to the shaping of the future services provided to our communities across South Wales through strong collaboration, clear decision making and the building and maintenance of a high-performance and inclusive culture. This in turn will support the development of the Service's role within the wider context of the public service infrastructure within Wales and the rest of the UK.





# Applications

Applications are invited from substantive and competent Area Managers and existing Assistant Chief Fire Officers employed in a UK Local Authority Fire and Rescue Service.

We are looking for strategic leaders who can demonstrate a strong record of visible and transformational leadership within a dynamic environment and who holds the relevant management qualifications and / or experience outlined in the person specification. The ability to produce positive results is key along with a broad range of experience. Prospective applicants will need to demonstrate a thorough understanding of both the functions of the Fire and Rescue Service and the issues facing the Service both within Wales and the UK.

This is an exciting time to join the Service. The independent Culture Review Report, published on 3 January 2024, provides a roadmap for the future of the Service and the successful candidates will be fully committed to implementing all the recommendations in the report and to driving forward the change identified in it. More recently, the Commissioners for South Wales Fire and Rescue Service agreed to undertake a benchmarking inspection, similar to that conducted by His Majesty's Inspectorate of Constabulary and Fire and Rescue Service (HMICFRS).

Strong planning, organisational and people skills will be paramount, in addition to excellent communication and the ability to build strong relationships and networking skills as this will be imperative to running an effective directorate, advising the Chief Fire Officer and Commissioners at a strategic level and in supporting collaboration with Welsh Government, other fire and rescue services and partner organisations.

The successful candidates will enjoy a career within a progressive organisation, leading complex departments who make a positive difference to the communities of South Wales daily. These high-performing teams work in a fast-paced environment where innovation and change lie at the heart of taking the Service forward into a more sustainable and efficient future within Wales.

# 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.

# Further Information

For an informal discussion regarding this role, please contact Assistant Chief Officer, Alison Reed via email: [a-reed@southwales-fire.gov.uk](mailto:a-reed@southwales-fire.gov.uk).

# The Recruitment Process Explained

The following pages outline the application and selection process along with the Job Description and Person Specification specific to the roles.

Candidates should apply through our online e-recruitment system, which can be accessed via our website: [www.bit.ly/online\\_e-recruitmentsystem](http://www.bit.ly/online_e-recruitmentsystem).

During the process applicants are encouraged to check all email folders for system generated updates. If a paper version of the application form is required, please email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

## Applicants are required to submit the following as attachments on the e-recruitment system:

- A tailored and current CV setting out your work history, responsibilities and achievements as they relate to the role.
- A supporting document which sets out your answers (in no more than 500 words per answer, 1500 in total) to the following three questions:
  1. Please evidence how your skills and experiences align to the role
  2. Please evidence your alignment to the Service's goals and values.
  3. Please evidence your personal aspirations for this role in light of the Service's change and transformation journey.

Once you have submitted your CV and the written responses to the questions outlined above, your application will be considered against the essential criteria.

The selection panel will then meet and those considered most suitable to progress will then be invited to attend a stakeholder engagement panel.

The final panel interview with the full selection panel will then take place.

Closing date for applications	<b>9am Thursday 28 November 2024</b>
Stakeholder engagement panel	<b>w/c 9 December 2024</b>
Interview	<b>Friday 13 December 2024</b>

Appointments into these roles 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.

Security Clearance is a requirement of this role.

Prior to any formal offers being made successful applicants will be required to undertake a Drug and Alcohol Test.







# Job Description

<b>Department</b>	Executive Leadership Team
<b>Role</b>	Assistant Chief Fire Officer
<b>Location</b>	Headquarters, Llantrisant, South Wales, CF72 8LX
<b>Responsible to</b>	Chief Fire Officer

This 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 applicable to the Assistant Chief Fire Officer role:

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.





# Person Specification

<b>Department</b>	Executive Leadership Team
<b>Post Title</b>	Assistant Chief Fire Officer
<b>Responsible to</b>	Chief Fire Officer

FACTOR	ATTRIBUTES	ESSENTIAL
<b>Qualifications/ Knowledge/ Experience</b>	• Relevant higher management qualification e.g. Degree, MBA, DMS, post graduate management qualification or equivalent experience.	✓
	• Knowledge of fire service legislation and statutory duties.	✓
	• Knowledge of the modernisation agenda from a national perspective, with a full understanding for its implications for a progressive Fire and Rescue Authority (currently Board of Commissioners) in Wales.	✓
	• Background of success in formulating, leading and implementing strategies and change programmes which cross service or professional boundaries and raise performance standards.	✓
<b>Personal Impact</b>	• Able to demonstrate experience of taking full responsibility for working to performance management and improvement principles.	✓
	• An understanding of and commitment to equality principles and practices and their implementation across the entire service. To promote a high standard of conduct, integrity and probity.	✓
	• Commitment to the Fire Sectors Core Code of Ethics; role modelling behaviours as expected.	✓
	• Track record in successfully handling issues that are sensitive and confidential.	✓

FACTOR	ATTRIBUTES	ESSENTIAL
<b>Outstanding Leadership</b>	• Personal and professional demeanour and credibility that commands the confidence and trust of members, senior managers, staff, external partners and other stakeholders.	✓
	• Communication skills to negotiate with and influence effectively a wide range of audiences, establishing effective networks of contacts and establishing positive relationships that generate confidence and trust.	✓
	• An enthusiastic and inclusive team player with strong interpersonal skills, who can work collaboratively, cross boundaries, with the credibility to generate trust and confidence, promote positive relationships and achieve results through others.	✓
<b>Service Delivery</b>	• Experience of planning and reviewing the delivery of the service at strategic level with vision and value.	✓
	• To work effectively within a political environment, develop practical and creative solutions to strategic issues that are sensitive to management and political interests and sustain positive relationships with elected members which generate confidence, respect and trust.	✓
	• The ability to research, develop and implement cost effective solutions to operational issues, and keep abreast of operational best practice nationally and locally.	✓
	• An understanding of and commitment to Health and Safety in the workplace.	✓
<b>Welsh</b>	• Ability to speak Welsh or give an undertaking to learn Welsh.	✓

In addition, the successful candidate:

- ✓ Must be able to undertake duties at Strategic Co-ordination Group (SCG) or Emergency Control Centre (Wales) (ECC(W)).
- ✓ Have the ability to represent the FRS at a strategic level at incidents where there has been multi-agency engagement.
- ✓ Will be required to provide cover on a Rota that includes Public Holidays and weekends.





# The Structure of **South Wales Fire and Rescue Service**

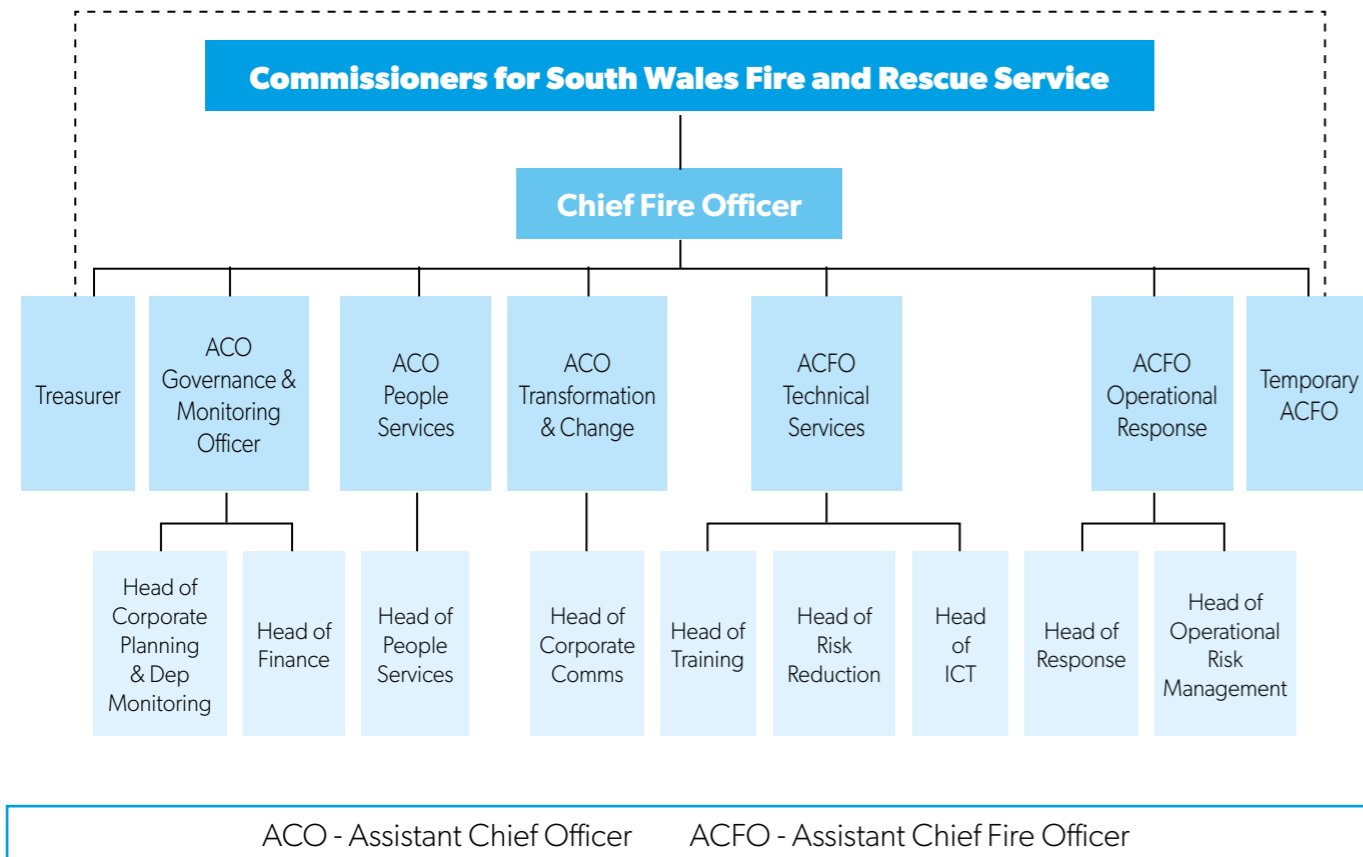
Executive Leadership Team (ELT) and Senior Leadership Team (SLT).

SWFRS is headed by its Chief Fire Officer (CFO). Together with the CFO, ELT comprises: Director of Service Delivery; Director of People Services; Director of Corporate Services; Director of Technical Services; Director Strategic Change & Transformation and Treasurer. The Director of Service Delivery and the Director of Technical Services role are both uniformed/operational roles.

The Senior Leadership Team comprises of the Executive Leadership Team and 4 uniformed/operational and 4 non-uniformed Heads of Service.



# Organogram



Please note that the current structure may be subject to change in line with operational need.





# Station Location Information

We serve a vast geographical area across South Wales with 47 Fire and Rescue Stations, these are broken down into the following:

- 27 Stations of which are staffed by the On-Call Duty System
- 11 Stations that are continuously crewed by Wholetime Firefighters
- 9 Stations which are staffed by both On-Call and Whole-time crews
- Headquarters located in Llantrisant
- Occupational Health Unit located at Pontyclun Fire and Rescue Station
- Training and Development Centre located on the outskirts of Cardiff
- Joint Fire Control based at South Wales Police Headquarters at Bridgend

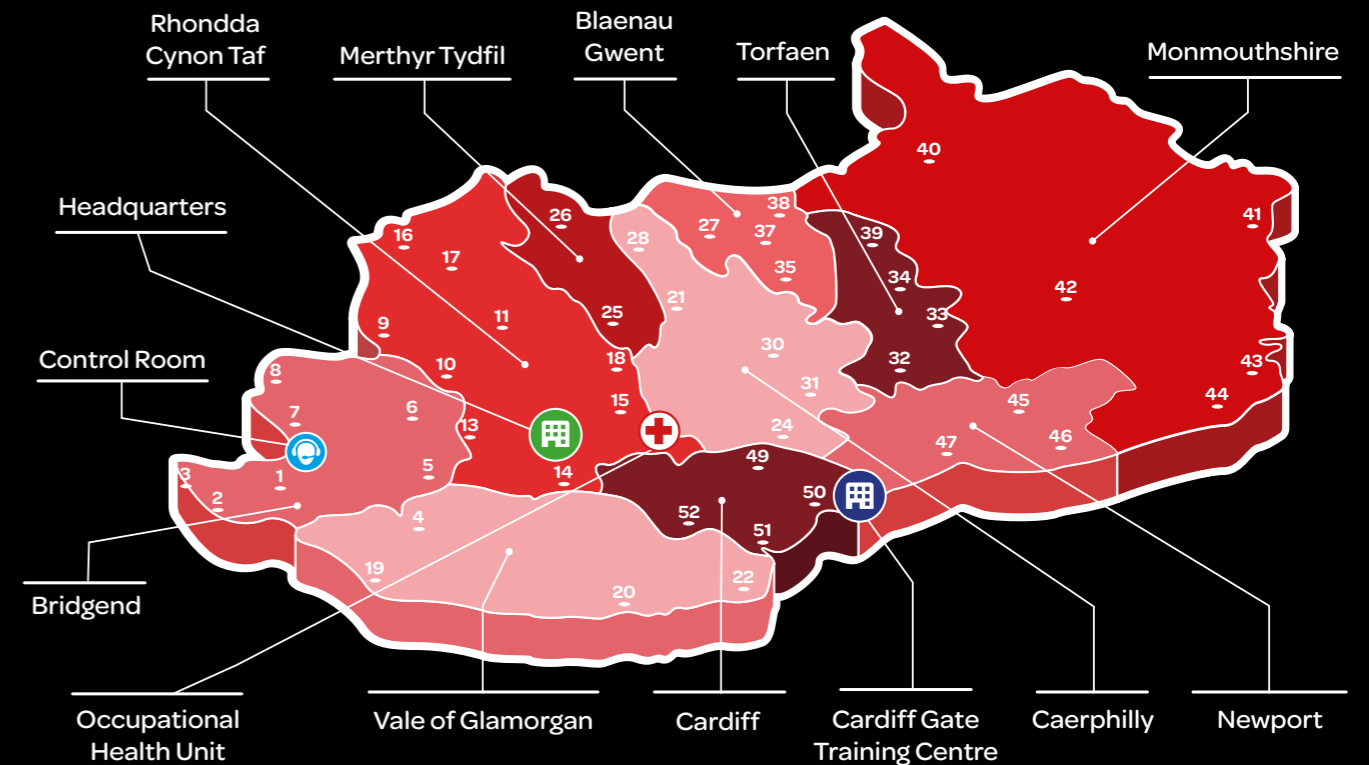
Bridgend		
01	Bridgend	WDS/OC
02	Porthcawl	OC
03	Kenfig Hill	OC
05	Pencoed	OC
06	Ogmore Vale	OC
07	Pontycymmer	OC
08	Maesteg	WDS/OC

Rhondda Cynon Taf		
09	Treorchy	OC
10	Tonypanyd	WDS/OC
11	Ferndale	OC
13	Gilfach Goch	OC
14	Pontyclun	OC
15	Pontypridd	WDS/OC
16	Hirwaun	OC
17	Aberdare	WDS/OC
18	Abercynon	OC

Vale of Glamorgan		
04	Cowbridge	OC
19	Llantwit Major	OC
20	Barry	WDS/OC
22	Penarth	WDS

Caerphilly		
21	Aberbargoed	WDS/OC
24	Caerphilly	WDS/OC
28	Rhymney	OC
30	Abercarn	OC
31	Risca	OC

Merthyr Tydfil		
25	Treharris	OC
26	Merthyr Tydfil	WDS/OC



Blaenau Gwent		
27	Tredegar	OC
35	Abertillery	OC
37	Ebbw Vale	WDS
38	Brynawr	OC

Torfaen		
32	Cwmbran	WDS
33	New Inn	WDS
34	Abersychan	OC
39	Blaenavon	OC

Monmouthshire		
40	Abergavenny	OC
41	Monmouth	OC
42	Usk	OC
43	Chepstow	OC
44	Caldicot	OC

Newport		
45	Malpas	WDS
46	Maindee	WDS
47	Duffryn	WDS

Cardiff		
49	Whitchurch	WDS
50	Roath	WDS
51	Cardiff Central	WDS
52	Ely	WDS

OC - On-Call    WDS - Wholetime Duty System



# #TEAMSOUTHWALES

## Benefits

Wherever you work within the Service you will have access to a number of benefits such as:



LEARNING & DEVELOPMENT



GYM



SPORTS & SOCIAL



HEALTH & FITNESS ADVISORS



WELSH LANGUAGE COURSES



SHOPPING BENEFITS



OCCUPATIONAL HEALTH



UNION MEMBERSHIP



FREE CAR PARKING



FIREFIGHTERS CHARITY



EMPLOYEE ASSISTANCE PROGRAMME



MIND BLUELIGHT PROGRAMME



COLLEAGUE SUPPORT TEAM



CAR LEASE SCHEME



# Contact **us**

## **South Wales Fire** and **Rescue Service**

Fire Service Headquarters  
Forest View Business Park  
Llantrisant, CF72 8LX

Headquarters - 01443 232000



[www.southwales-fire.gov.uk/working-with-us](http://www.southwales-fire.gov.uk/working-with-us)



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