**South Yorkshire Fire & Rescue**

**Assistant Chief Fire Officer / Director of Service Improvement**

**Recruitment Pack**



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| **Cllr Charlie Hogarth**  Chair | | | | | | |  |
| Date: | 8 March 2024 | | | | | | 197 Eyre Street  Sheffield  S1 3FG  Tel: 0114 272 7202  Fax: 0114 253 2266 |
| Your Ref: |  | | | Our Ref: | CH/CK | |
| This matter is being dealt with by: | | | CFO Chris Kirby | | | |
| Tel Direct line: | | 0114 253 2201 | | Fax Direct line: | | 0114 253 2200 |
| Email: | ckirby@syfire.gov.uk | | | Website: www.syfire.gov.uk | | |

Dear Applicant

**Assistant Chief Fire Officer/Director of Service Improvement**

Thank you for your interest in the soon to be vacant post of Assistant Chief Fire Officer/Director of Service Improvement within South Yorkshire Fire & Rescue.  This appointment will provide an exciting and challenging opportunity for an individual who wishes to make a real contribution to how we shape our fire service in the future and who is passionate about delivering a significant social impact.

The Fire Authority is looking for an exceptional leader who will work with us to build on our strong foundations and who has significant experience to be able to create an environment for our staff to flourish and our service to reach its full potential.  You should be someone who will bring fresh ideas and strengthen our relationships in core areas where we believe we are best placed to make a substantial difference.  The challenges we continue to face will require innovation and change, in conjunction with a sophisticated, empowering approach to realising potential and achieving our ambitious aims.

A copy of the job description and person specification is enclosed and we recommend you use these when completing your application.

**Cont…/**

Your application will include the following elements:

* Full career history

* A supporting statement which includes clear evidence of experience/ability as required in the person specification

**Applications must be received by 0900 hours on 22 March 2024.**

*It is your responsibility to ensure that we have received your application. In order to avoid last-minute IT issues, we also ask that you allow yourself ample time to submit your application in advance of the deadline.*

Please contact the CFO Chris Kirby, if you wish to have an informal discussion about the role or if you have any questions.

An open information session will be held on Monday 18 March 2024 at 3.30pm. If you would like to attend this either virtually or in person please contact [recruitment@syfire.gov.uk](mailto:recruitment@syfire.gov.uk)

Yours sincerely

***Cllr Charlie Hogarth***

**Chair**

**VACANCY**

**Assistant Chief Fire Officer/Director of Service Improvement**

Location:  Eyre Street, Sheffield

Salary:  £143,159 per annum

South Yorkshire Fire and Rescue Authority are seeking to appointment an ambitious, innovative and forward-thinking individual, with a proven track record at senior strategic operational level, to the position of Assistant Chief Fire Officer/Director of Service Improvement.

South Yorkshire Fire & Rescue is well regarded by the communities we serve and the partner agencies with which we do business.  The Fire and Rescue Authority is committed to delivering its aspiration of “Making South Yorkshire safer and stronger”.

We offer a unique opportunity for a high calibre individual with drive, demonstrable strategic skills and with political and financial awareness, who will have a major influence on the future of the Service.  This will require an open, transparent and inclusive style and the ability to develop positive relationships with all internal and external stakeholders.

The successful candidate will be a confident and respected leader and be proactive in meeting the challenges of the Home Office Fire Reform Agenda.  You will role-model our behaviours of honesty, integrity and respect in all that you do. You will provide drive to deliver continuous improvement across all directorates to ensure that the level of service to the communities we serve remains effective, efficient and provides robust governance and assurance.

An open and engaging style of leadership, significant experience of developing and leading service improvement, and a commitment to all aspects of diversity and inclusion, will be essential in building effective relationships with all stakeholders.

The Assistant Chief Fire Officer role also acts as Director of Service Improvement, overseeing activity across the functions of Estates and Facilities Management, Fleet Services, Service improvement and Training and Development. The successful candidate will be required to perform operational command at Gold/Strategic Command level, working on the Principal Officer Continuous Duty Command rota.

**For a confidential conversation regarding this position contact Chris Kirby, Chief Fire Officer on 07787 438 640**

**An open information session will be held on Monday 18 March 2024 at 3.30pm. If you would like to attend this either virtually or in person please contact** [**recruitment@syfr.gov.uk**](mailto:recruitment@syfr.gov.uk)

Information regarding the Service and the Authority can be found at <http://www.syfire.gov.uk/>

Application packs are available by emailing [recruitment@syfire.gov.uk](mailto:recruitment@syfire.gov.uk) and should be returned electronically to the same email address.

Please note the appointment is subject to successful pre-employment screening i.e. asylum and immigration check, references, medical screening, substance misuse testing and an Enhanced DBS check.

South Yorkshire Fire and Rescue’s recruitment and selection procedures reflect our commitment to safeguarding and promoting the welfare of Adults, Children and Young People.  All staff are expected to share this commitment.

Within both our Service and Authority we believe diversity in all its forms delivers a better service for our staff and our communities.  As an equal opportunities employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity, religion or belief, marital status, or pregnancy and maternity.

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| **Recruitment & Selection Process Timeline** | |
| Closing Date for Applications: | 0900 hrs 22 March 2024 |
| Notification of Longlist: | 26 March 2024 |
| Assessment Centre:   * Interview with the Executive Team (inc. operational assessment) * Stakeholder Panel * Media Assessment * Psychometric Testing (online) | 3 or 4 April 2024 |
| Notification of Shortlist: | 5 April 2024 |
| Presentation and final interview with Fire Authority Appointments Committee | 22 April 2024 |

## Job Description

The primary role of the Assistant Chief Fire Officer is set out in the Brigade Manager rolemap within the suite of national occupational standards. Specifically the Assistant Chief Fire Officer/Director of Service Improvement is directly responsible to the Chief Fire Officer for the improvement and development of the administrative and operational aspects of the Fire Service. They will be a principal advisor to the Chief Fire Officer and will oversee service improvement and take the lead in developing strategy, planning, systems and people towards tangible improvements in service outcomes.

The Fire Authority is responsible for delivering the government’s agenda for the service as set out in the Fire & Rescue Service Act, the National Framework and other relevant legislation such as the Civil Contingencies Bill and the Crime and Disorder Act.

**Core Duties**

* Perform the role of Director for Service Improvement - ensuring SYFR delivers excellence and continuous improvement across all functions; being responsible for the areas of service improvement; community risk management; business intelligence and data management; governance and project management; training and development; operational risk management; and local and national resilience.
* Act as Chair for appropriate Boards within the internal governance structure and provide the Corporate Management Board, Senior Leadership Team and Fire and Rescue Authority with relevant updates on the work being delivered across the ACFO’s area of responsibility.
* Support the work of the Chief Fire Officer towards the implementation of national standards and ensure that the service delivers against its statutory requirements as set out in relevant legislation and the Fire and Rescue National Framework.
* Lead on the service preparations and performance with regards to the HMICFRS Inspection process and ensure that the service responds effectively to identified areas of development from the inspection process.
* Operate effectively within a stringent corporate governance framework and be aware of the delegated authority contained within the South Yorkshire Fire and Rescue Authority Constitution and Scheme of Delegation to officers.
* Maintain the highest standards of conduct appropriate at this level of the Service and champion the national code of ethics and SYFR staff code of conduct.
* Lead on the formulation of strategies, policies and procedures for the continuous improvement of performance across all areas of responsibility.
* Maintain a level of motivation, training expertise, facilities and equipment within the Service to ensure that personnel are able to discharge their functions in a professional, efficient and effective manner.
* Develop both officers and corporate personnel in support of organisational performance targets and personal growth.
* Promote an environment of equality, fairness, dignity and trust throughout the organisation, its partners and stakeholders.
* Attend or be represented at meetings at a local, regional, national and international level where matters relating to the Fire Service are under discussion, and promote the Fire Service as both a performance leader and service partner at these levels.
* Represent the Chief Fire Officer at Strategic Co-ordination Group and other relevant meetings including the Local Resilience Forum.

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## Person Specification

**Qualifications**

* Clear evidence of continuing professional development
* Successful completion of the Executive Leadership Programme (ELP) or requirement to complete within a specified timescale as part of development into role
* Level 4 Incident Command

**Experience**

* Successful and consistent achievement in strategic leadership within a Fire & Rescue Service.
* A successful track record in senior level management, including management of change and conflicting priorities.
* Proven experience in strategy development and implementation, improvement planning and performance management.
* Experience of leading constructive employee relations in a multi-unionised environment.
* Substantial operational experience including providing strategic and risk critical advice in multi-agency events.
* Substantial experience of community and operational risk management.
* A track record of building positive relationships with politicians and partners.
* Ability to provide advice and support to Elected Members on a range of operational and strategic issues.
* Evidence of success in partnership working across a range of agencies or organisations, in support of broad initiatives such as community safety, crime and disorder reduction and national resilience.
* Appreciation of various perspectives on service provision, from all quarters including government, stakeholders and the community – with particular regard to political, economic and environmental factors.
* Appreciation of and a track record in issues surrounding diversity, inclusion and equality of opportunity.
* Experience of working with business frameworks including financial and risk management, performance management and organisational effectiveness.

**Skills and knowledge**

* Detailed knowledge of national improvement strategies (Fire Standards, Fit for the Future etc.) for all areas of the fire and rescue sector, and an ability to plan for their delivery.
* The ability to review and evaluate improvement activities and initiatives to ensure successful implementation and continuing service improvement.
* A detailed understanding of effective project management processes and ability to sponsor and lead key projects.
* Detailed knowledge of relevant current legislation and risk-reduction strategies.
* Strategic, professional and managerial competence to plan, direct and comprehensively evaluate performance across the service.
* A detailed understanding of the planning required and implementation needed of both incident handling and long-term development strategies.
* A high level of competence in proactive safety and risk management.
* High-level negotiation and advocacy skills, including concise appraisal of complex and unusual issues.
* High-level communication skills focusing on interpersonal relations, industrial relations, and public relations.
* Well-developed skills around change management and for the management of modernisation initiatives such as capacity building and the development of diversity and inclusion.
* Ability to understand and analyse performance data and identify trends and prepare reports and presentations.
* Evidence of understanding of the Government’s modernisation agenda for Fire & Rescue Services.
* Public relations and media management skills.
* Awareness of public sector funding arrangements.
* Awareness and understanding of health & safety and equality legislation.

**Personal Attributes**

* Motivational and energising leadership style, with the ability to bring others along with you.
* Demonstrate strong personal integrity; be approachable and able to give credible, objective advice.
* Be self-reflective and able evaluate your own performance objectively in order to continuously improve yourself.
* Personality, conduct and credibility that engages and commands the confidence of elected Members, senior managers, staff, local communities, external partners and other stakeholders.
* Confident and determined attitude towards the improvement of organisational effectiveness, and the ability to inspire this attitude in others.
* A genuine commitment to the wellbeing agenda for all employees and volunteers.
* An inclusive working style and open attitude to new opportunities, individuals, legislation, and situations, across both specialist and operational professions.
* A commitment to excellence in the effectiveness of both the organisation and of joint working.
* A commitment to integrity and ethical behaviour under all circumstances and actively supportive of democratic governance processes.
* A genuine commitment to equality, with the ability to champion a culture of fairness throughout the service and to actively promote diversity and inclusion.
* Well-developed political and organisational sensibilities in a strategic and considered fashion.

