

WYFRA	Executive Committee	30 May 2012	ITEM No 5
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REPORT OF: Chief Fire Officer/Chief Executive

PURPOSE OF REPORT: To give consideration to the recruitment and selection process and timetable for the post of Assistant Chief Fire Officer (ACFO)

RECOMMENDATIONS: That proposals are submitted to an Executive Committee for approval

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT DETAILS

EXEMPTION CATEGORY:

ACCESS CONTACT OFFICER: Senior Human Resources Manager

BACKGROUND PAPERS OPEN TO INSPECTION:

SUMMARY

This report sets out a proposed timetable and recruitment process for the recruitment and selection of an Assistant Chief Fire Officer.

1 INTRODUCTION

- 1.1 ACFO Redfearn is due to retire on **9 January 2013**. He has already handed in his resignation, which the Chief Fire Officer has accepted. This early tender of resignation is to facilitate the recruitment and selection process for a replacement ACFO in sufficient time for the successful applicant to commence employment with WYFRS in the New Year.

2 BACKGROUND

- 2.1 A fundamental review of the current management and support structures has been carried out and concluded recently. A reshaping of management board references has taken place as part of that restructure, the four main directorates being Service Delivery; Service Support; Corporate Resources; and Strategic Development.
- 2.2 The newly created Strategic Development directorate headed by the DCFO was formed to provide the necessary capacity and focus to assist with implementation of the programme of strategic change and avoid potential resilience and capacity consequences occurring in the other directorates with regard to day to day business activity and performance. Once steady state has been achieved with the majority of the high level projects being mainstreamed the Authority can consider its next steps in relation to the number of operational principal officers and the overall issue of command resilience.
- 2.3 That point in time lies in the future and therefore a replacement for the retiring ACO is considered to be sensible and appropriate and obviously reflects the essential matter of succession planning given the potential retirements of principal officers over coming years.

3 APPOINTMENT PROCESS

- 3.1 A proposed timetable for this recruitment and selection process is as follows:
- **July 2012** External advert placed (suggested placement of advert on our website, CFOA vacancies site and via email to all Chief Fire Officers for advertisement in their respective Services)
 - **August 2012 Shortlisting**
 - **September 2012** – Selection process
 - **October 2012** – Appointment confirmation (this provides the successful candidate, if external, the necessary time to give 12 weeks' notice).
 - **January 2013** – ACO commencement
- 3.2 It is recognised that the above timetable may prove challenging as the proposed dates for the shortlisting and selection process fall in the summer holiday break. **If the above timetable is broadly acceptable, Members at the Executive Committee would be requested to agree a shortlisting date within August 2012.**

4 ADVERTISEMENT

- 4.1 Attached as Appendix 1, is the proposed advertisement for the vacancy, which will be circulated to those detailed in 3.1
- 4.2 Attached as Appendix 2, is the draft Job description and Job specification for the post.
- 4.3 The closing date for applications will be determined when Members have approved/agreed an interview date.
- 4.4 It is further proposed that the remuneration package for the successful candidate will remain the same as is currently received by an ACO. The post holder would receive an incremental salary based on 3 points, £115712, £118679, and £121646 with a lease car allowance of £6279.

5 SELECTION PROCESS

- 5.1 Members will wish to consider a range of selection elements as part of the overall assessment, such as an opportunity to meet with short-listed applicants in a more informal environment to hold open discussion during a meal for example. Presentations, report writing tests, verbal and numerical psychometric tests, informal/technical interviews to include command assessment, and formal interviews are now commonplace selection techniques at principal officer level.

6 DUTY SYSTEM

- 6.1 The current Principal Officer Contract of Employment does not reflect the expectations placed on those officers by the Authority. To ensure any new principal officer meets those expectations a new policy 'Continuous Duty System' has been written.
- 6.2 This new policy is designed to provide full resilience at principal officer level and sets out parameters of the continuous duty system and, for the first time, defines three levels of cover. The policy is attached as appendix 1.

7 FINANCIAL IMPLICATIONS

- 7.1 The cost of recruitment would be met from within the existing revenue budget provision.

8 EQUALITY & DIVERSITY IMPLICATIONS

- 8.1 Recruitment and selection will be in accordance with authority policies and procedures

9 HEALTH & SAFETY IMPLICATIONS

- 9.1 The requirement for the post to be operational necessitates the successful candidate to possess an appropriate level of operational and command experience.

10 RECOMMENDATIONS

- 10.1 That approval for the recruitment and selection proposals and the terms and conditions of service in relation to the recruitment of an Assistant Chief Fire Officer be submitted to an Executive Committee.

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

POST TITLE:	Assistant Chief Fire Officer / Director of Service Support
RESPONSIBLE TO:	Chief Fire Officer / Chief Executive
RESPONSIBLE FOR:	Area Manager Service Support
PURPOSE OF POST:	Lead and Direct Service Support Directorate

MAIN DUTIES AND RESPONSIBILITIES

1. Advise the Chief Fire Officer, Management Board and the Fire & Rescue Authority with regard to the discharge by the Authority of its duties and make recommendations on suitable policies to adopt in respect of all Service Support matters.
2. Set strategic direction across the references of Diversity, Training Delivery, Training Support, Occupational Health and Health & Safety, Employment Services, Employee Resourcing.
3. Audit, monitor and review performance of the above references and develop/update policies and procedures to ensure excellent results.
4. Contribute to the corporate budget setting process.
5. Formulate and manage Service Support's Directorate budget.
6. Manage the recruitment, training and probationary progress of operational personnel including the application of relevant legislation and guidance.
7. Undertake consultation and negotiation, on behalf of the Fire & Rescue Authority, with accredited representatives.
8. Identify training and development needs, across the organisation and design and implement training policy by way of appropriate allocation of resources.
9. Develop and manage the Authority's diversity policies and procedures.
10. Develop and manage the introduction of Employment and Training related policies and procedures.

General duties as applicable to a Principal Officer:

- Provide Principal Officer cover for management purposes and operational command at both Gold and Silver level.
- Membership of the Management Team
- Membership of the Management Board
- Membership of Promotion Boards
- Liaison with other Principal Officers
- Liaison with corporate bodies
- Liaison with Elected Members
- Other assignments as directed by the Chief Fire Officer / Chief Executive
- Membership of the Chief Executive Strategy Group

External duties and responsibilities:

- Represent the Fire & Rescue Authority on Regional and National bodies and committees as appropriate.

PERSON SPECIFICATION

Note: In addition to the employee specification below there is a requirement to meet the Fire & Rescue Service National Strategic Manager Personal Qualities and Attributed (PQAs) which are available on the Skills for Justice web site.

<http://www.skillsforjustice-ipds.com/njc-rolemaps/brigade-manager.html>

	Experience	Essential/ Desirable	Source
1	Extensive experience and achievement at Brigade Manager / Strategic Manager level in business planning, performance management, human and financial resourcing and achieving best value in service delivery	Essential	Application & Interview
2	Experience in identifying and leading the introduction of major Service improvements	Essential	Application & Interview
3	Experience of directing large operational incidents at silver level	Essential	Application & Interview
4	Experience of working and contributing to multiagency emergency events at Silver/Gold level	Essential	Application & Interview
5	Experience of multiagency working, Local Resilience Forum and Civil Contingencies.	Essential	Application
6	Managerial experience across a range of references	Essential	Application & Interview
7	Working with elected members in a politically sensitive environment	Essential	Application
8	Leading strategic regional and national working groups	Desirable	Application
9	Wide ranging operational experience	Essential	Application
10	Experience of contingency, business continuity and emergency planning	Essential	Application
11	Demonstrable commitment to equality and diversity issues in both service provision and employment practices	Essential	Application
12	Experience of negotiations with representative bodies	Essential	Application
13	Demonstrable track record of working effectively with others and leading large teams	Essential	Application

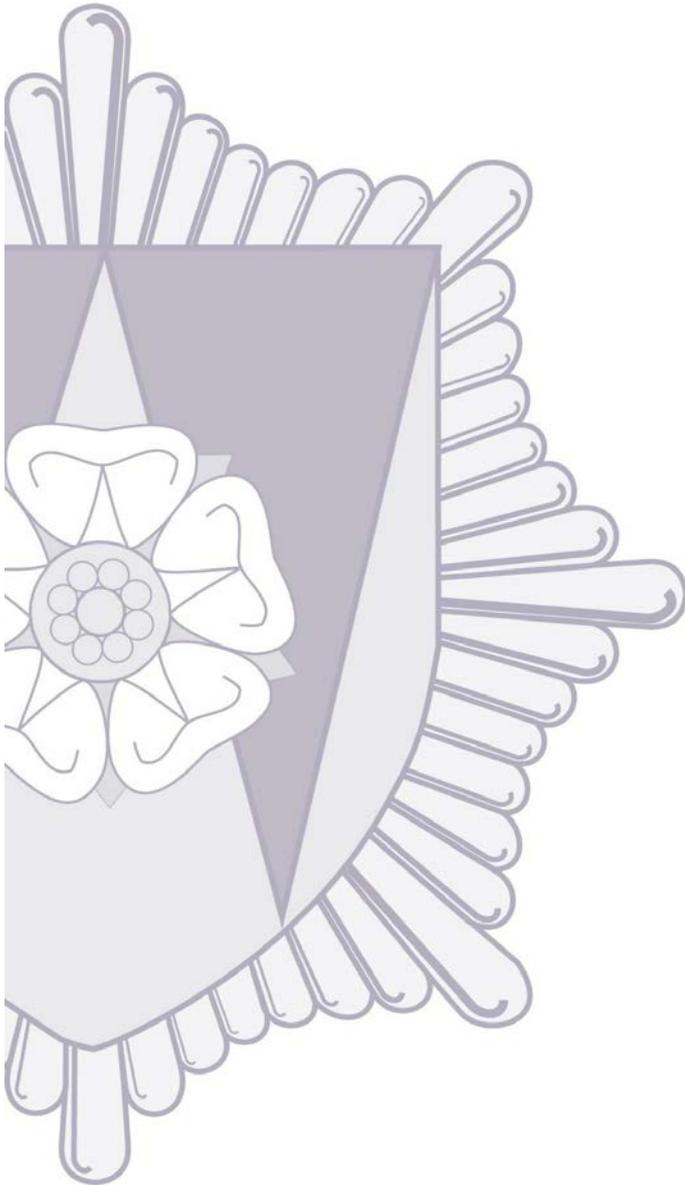
	Education and Training	Essential/ Desirable	Source
14	Educated to degree level or equivalent	Desirable	Application
15	Corporate Membership of Institute of Fire Engineers	Desirable	Application
16	Successful attendance of the Executive Leadership Programme or Brigade Command Course or equivalent Senior Leadership Programme	Desirable	Application

	Special Knowledge and Skills	Essential/ Desirable	Source
17	Drive and energy and self-motivation without the need for supervision	Essential	Application & Interview
18	Flexible approach to work demands and practices	Essential	Interview
19	Appreciation of the corporate ethos and objectives of the Service e.g. in service delivery, equality and diversity etc.	Essential	Application & Interview
20	Attendance of the Gold Command course at Fire Service College or equivalent	Essential	Application
21	Hold a full current driving licence	Essential	Application
22	Thorough knowledge and understanding of relevant service best practice, legislation and contemporary service/political issues	Essential	Application & Interview
23	Thorough knowledge of Fire and Rescue conditions of service	Essential	Application
24	Ability to use Microsoft and other IT based packages	Essential	Application
25	Excellent verbal and written communications skills	Essential	Application & Interview
26	Excellent inter-personal skills	Essential	Application & Interview

West Yorkshire Fire & Rescue Authority

Employment Services

Continuous Duty System



West Yorkshire Fire & Rescue Service
Oakroyd Hall
Birkenshaw
BD11 2DY

Date Issued: May 2012

Next Review: May 2015

Ref: ??

Version No: 1

www.westyorksfire.gov.uk

PREVENTING PROTECTING RESPONDING

**Employment Services
Continuous Duty System**

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Employment Services

Continuous Duty System

1 Information

1.1 This policy forms part of the conditions of service and employment contract of Uniformed Principal Officers. As senior Directors in an emergency service the Fire and Rescue Authority expects a high level of commitment and flexibility in relation to all aspects of employment. This includes the need, in exceptional circumstances, to work extended hours; including weekends, attend official functions and undertake other additional duties when required.

1.2 This policy is designed to ensure the provision of operational principal officers to meet the operational and managerial requirements of West Yorkshire Fire and Rescue Service (WYFRS). This Continuous Duty System is applicable to the three Principal Officers (PO) and they are: -

Deputy Chief Fire Officer - Director of Strategic Development

Assistant Chief Fire Officer - Director of Service Delivery

Assistant Chief Fire Officer - Director of Service Support

NB. The CFO/CE is conditioned to separate continuous duty arrangements but provides resilience for the On Call duty PO Rota as required.

1.3 In order to provide effective resilience for whatever emergency incident* or other urgent demands** the service faces it is necessary that the three Principal Officers are continuously available and this is reflected in their contracts of employment. They are also required to maintain the appropriate competencies at both silver and gold command levels to meet their operational commitment.

** An "emergency incident" may require immediate and fast response by the principal officer to the scene or alternatively to another location, for example the Strategic Coordinating Group set up for a major incident involving other agencies. This may be an immediate response or within set timescales.*

*** Other "urgent demands" include any major issue affecting the organisation and requiring urgent management attention, for example death or serious injury of an employee at work, a major accident, a major failure of infrastructure, a major disciplinary issue, that requires Director level involvement.*

2 Operational Response and Rota

2.1 Principal Officers (POs) are expected to work a minimum 42 hour week based around normal office hours (Monday to Friday 9am to 5pm) and at other times as deemed necessary. POs are required to respond to emergency incidents in accordance with the Operational Procedure 1A which covers all operational planning assumptions.

2.2 To provide the level of response required all three POs will provide strategic operational cover 24 hours per day, each day of the year subject to leave

Employment Services

Continuous Duty System

entitlement. In order for this system to be sustainable over a protracted period and ensure a reasonable degree of work life balance, each of the three POs will be designated as 1st, 2nd, or 3rd priority call on a day to day rotational basis using a three week cycle, including during leave periods. Under normal circumstances, 3 PO's must be available for 1st, 2nd and 3rd Call. Under exceptional circumstances this can be reduced to a minimum of two PO's providing a 1st Call and either a 2nd Call PO or 3rd Call PO plus contingency arrangements. At no times should there be only one PO available. The Continuous Duty System requirements are as follows: -

- 1st Call PO - Provides Immediate Emergency Response (IER) anywhere in West Yorkshire and is the first contact point for an "emergency incident" or "urgent demand". When nominated as 1st Call the PO must remain within the County boundary and cannot take any leave of any duration when 1st Call.
- 2nd Call PO - Provides IER at all times and is expected to respond as soon as possible as determined by operational needs, other duties and personal circumstances, but in all circumstances within 8 hours. Short leave (see below) can be taken when 2nd Call and it is permissible to move outside West Yorkshire so long as the officer is contactable and the eight hour response is maintained.
- 3rd Call PO - Provides IER at all times and is expected to respond as soon as possible but in all circumstances within 24 hours, as determined by operational needs and other duties. All leave (see below) can be taken when 3rd Call and it is permissible to move outside West Yorkshire so long as the 24hr response is maintained. Short leave (see below) can be taken when 3rd Call and it is permissible to move outside West Yorkshire so long as the officer is contactable and the 24hr response is maintained. In exceptional circumstances this 24hr response can be extended or the 3rd Call PO can book unavailable, with the express permission of the Chief Fire Officer.

2.3 CFO/CX – In addition to providing resilient cover as 1st, 2nd and 3rd Call PO as required, the CFO/CX must remain contactable at all times, even during extended leave periods, and has the discretion to attend any "emergency" or "urgent demand" regardless.

3 Leave

3.1 Due to the limited number of Principal Officers providing operational cover, all officers on the Continuous Duty System may be required to return to duty within 48 hours whilst on leave including weekend rota taken as part of leave. In exceptional circumstances, leave may be cancelled or the maximum attendance time for recall reduced to 12 hours. If an Officer is required to return to work, all reasonable uninsured costs associated with this return, including flights, cancellation fees etc. will be reimbursed by the Authority.

Employment Services

Continuous Duty System

- 3.2 Short Leave (less than 8 hours) may be taken by all Principal Officers when 2nd or 3rd Call PO.

4 Pay and Conditions

- 4.1 The commitment required of the continuous duty system is beyond that normally required in the Gold Book and also the Working Time Directive. The pay and conditions are based on Gold Book with all pay pensionable. See the Authority's 'Pay Policy Statement'.

5 Lease Cars

- 5.1 Due to the requirement to be on continuous duty the FRA will facilitate the provision of an emergency vehicle for use when the officer is providing strategic operational cover. Officers are therefore required to participate in the authorised Principal Officers car lease scheme.

6 Review

- 6.1 This policy will be reviewed 3 years after its introduction.

WEST YORKSHIRE FIRE AND RESCUE SERVICE

ASSISTANT CHIEF FIRE OFFICER/DIRECTOR OF SERVICE SUPPORT

SALARY £115712 - £121646 (plus lease car allowance)

West Yorkshire Fire and Rescue Service is seeking an enthusiastic and highly motivated individual to be part of the Management Board and take responsibility for the newly created Service Support directorate.

This exceptional individual will play a key role in supporting the strategic direction of this already outstanding service. You will be an experienced officer and demonstrate your ability to operate at the highest level. In addition, it is essential you have considerable experience of dealing with major operational incidents and knowledge of command systems.

West Yorkshire Fire and Rescue Service operates in a multi-cultural environment and welcomes applications from all under represented groups.

As the successful candidate will be conditioned to the Principal Officer continuous duty system he/she will be required to reside within West Yorkshire. The service offers a relocation allowance.

For an informal discussion about the role please contact Simon Pilling, Chief Fire Officer/Chief Executive, 01274 655701.

For further details about the post and to apply online please visit **www.westyorksfire.gov.uk**.

Closing date for applications is.....