



# Candidate Pack

## Deputy Chief Fire Officer | 2026

HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE



Thank you for your interest in becoming a Deputy Chief Fire Officer (DCFO) with Hereford & Worcester Fire and Rescue Service (HWFRS). This guidance is designed to provide you with information about HWFRS and the selection process.

If you have any questions regarding the DCFO role, please contact Chief Fire Officer Jon Pryce KFSM via Lisa Colenutt, Executive PA to CFO, on 01905 368202 or [lcolenutt@hwfire.org.uk](mailto:lcolenutt@hwfire.org.uk).

If you have any questions regarding the recruitment process or your application form, please email Carl Smthye, Resourcing Manager: [csmythe@hwfire.org.uk](mailto:csmythe@hwfire.org.uk).

## Contents

Introduction	2
The Role	4
The Selection Process	6
Appendix	12

### Job Advert Closing Date:

15 February 2026

### Interview Day (Fixed):

11 March 2026

## OUR CORE CODE OF ETHICS

We follow the [Core Code of Ethics for Fire and Rescue Services \(FRS\)](#) in England which guides everything we do.

### Putting our communities first

We put the interest of the public, the community and service users first.

### Integrity

We act with integrity including being open, honest and consistent in everything we do.

### Dignity and respect

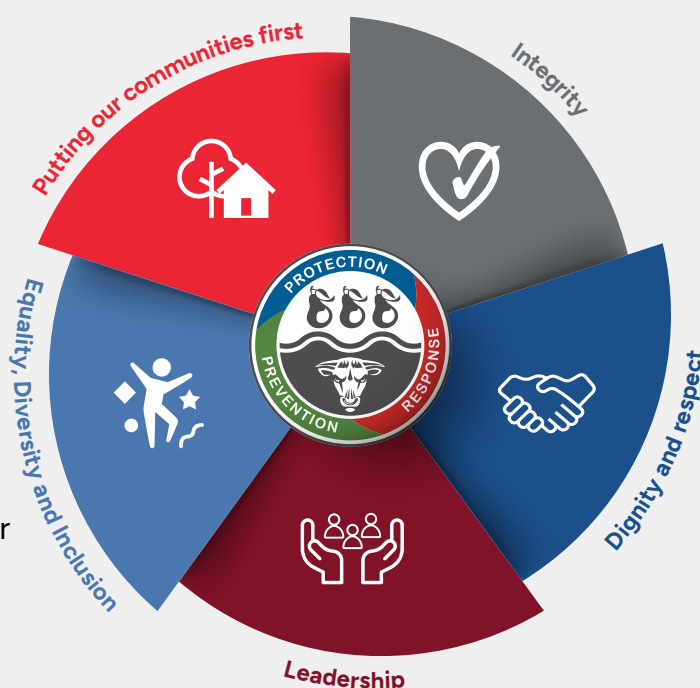
We make decisions objectively based on evidence, without discrimination or bias.

### Leadership

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.

### Equality, Diversity and Inclusion

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.



# Introduction

A Message from Chief Fire Officer, Jonathon Pryce KFSM

HWFRS is a forward thinking organisation with an experienced and motivated senior leadership team. I look forward to working with our new Deputy Chief Fire Officer (DCFO) who will have a crucial role in building on the success of the current team (Strategic Leadership Board) and driving HWFRS forward into the future.

HWFRS is not without its challenges, the most acute being a Fire Service that achieves so much with so little funding. This is where the DCFO's role is so vital in driving efficiency throughout the organisation, promoting innovation and leading the delivery of our core services to a high standard.

The new DCFO will need a blend of skills across a range of disciplines and must be prepared to lead in all areas of the Service, in particular by being a visible leader who promotes transparency and authenticity, whilst giving clear direction, but listening carefully to feedback from all our staff, partners and our communities.

HWFRS has a blend of staff, with On-Call staff being the largest group, alongside Wholetime staff, and our Support staff who have a host of very experienced and highly skilled specialists. The DCFO will need to be able to move between these staff groups with ease and build strong relationships with all of them, all of which must be built on the trust and confidence that staff have in the Strategic Leadership Board, and Principal Officers.

There is no doubt that the DCFO's role is extremely challenging and will need the right person, with the right skillset and the right attitude to succeed. Building trust is key to all this and whilst the successful candidate will have the ability to grow in the role, they will also need to start the role with some key skills and experiences. I wish all applicants the best of luck, and look forward to meeting you in the near future.



**Jonathon Pryce**  
**KFSM**  
Chief Fire Officer/  
Chief Executive

## OUR PURPOSE, VISION AND MISSION

Our core purpose, vision and mission are what drives and motivates our people to make the communities of Herefordshire and Worcestershire safer. To do this effectively we need to understand and appreciate the diversity of the communities we serve and have a workforce that is inclusive; where our people fully represent and understand those communities.

### PURPOSE

#### Why we are here

Keeping people safe from fire and other risks.  
Responding efficiently and effectively to incidents and emergencies.

### VISION

#### What we want to do

Building on our successes to continue to make a difference, improve lives and help secure resilient communities.

### MISSION

#### What we do every day

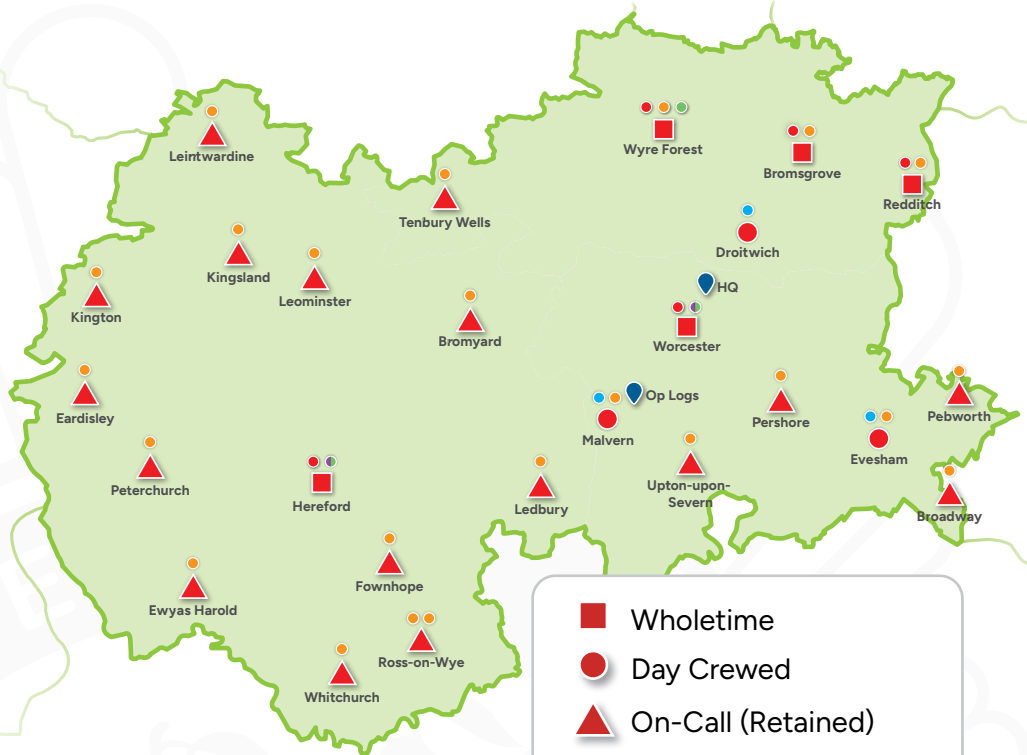
As one professional team we will work hard every day to deliver high quality, sustainable services to our communities.

# Introduction

## About Us

### Who We Are

Hereford & Worcester Fire and Rescue Service attended 8,213 incidents in 2024-25 ranging from property and countryside fires, road traffic collisions, collapsed structures, water rescues, hazardous materials to animal rescues. We employ over 696 full-time and part-time members of staff in 754 roles, delivering a wide range of prevention, protection and emergency response services across Herefordshire and Worcestershire (an area of 392,000 hectares with a population of over 804,000 people).



**25**

Fire Stations



**34**

Fire Engines

- Wholetime
- Day Crewed
- ▲ On-Call (Retained)
- Wholetime Pump
- On-Call Pump
- Day Crewed Pump
- On-Call Pump – nights
- Day Duty Pump
- HQ Service Headquarters
- Ops Logs Operational Logistics



**234**

Wholetime  
Firefighters  
and Officers



**349**

On-Call  
Firefighters



**28**

Fire Control  
Firefighters



**143**

Support Staff  
and Managers

### Our People

Our Fire Stations are staffed by a mix of 'Wholetime' Firefighters – operating on a full-time basis and providing an immediate response, and On-Call Firefighters who live or work locally and are available within five minutes should they be needed. All our Fire Stations respond to emergencies 24 hours a day, 365 days a year. Some Stations are crewed by Wholetime Firefighters as well as On-Call colleagues. We also operate three

'day-crewed' stations that have Firefighters operating Wholetime during the day and On-Call overnight. The remaining Stations are all staffed solely by On-Call Firefighters.

Our Service is supported by our Fire Control team who answer emergency calls and deal with mobilising, communications and other activities and also our Support teams in our corporate areas such as ICT, HR & Development and Payroll, Operational Logistics and Finance.





# The Role

**We are seeking to appoint a Deputy Chief Fire Officer who has the drive, enthusiasm and passion required of a strategic leader in a modern fire and rescue service.**

## Key Role Requirements

Based in Worcester, as an integral part of the Strategic Leadership Board, you will work closely with Fire Authority members and colleagues from other partner agencies to drive forward innovation and improvement as well as actively engaging with Police, Ambulance Services and regional Fire partners. These relationships will be key in ensuring we can continue to deliver a highly effective and efficient service to our communities.

You will need to have substantial leadership and senior management experience of diverse and complex functions as well as the ability to lead and deliver transformational, innovative and sustainable change.

The post holder will be required to provide a response base which will enable them to undertake their strategic operational command duties across both counties and at Hindlip Park, preferably living within our borders. Any location outside our borders requires the permission of the Chief Fire Officer.

## Eligibility to Apply

In order to apply, you must meet the following criteria at the point of application:

- Be able to demonstrate experience of tactical and operational command roles, preferably in an emergency services role, and the ability to undertake operational Fire Service Strategic Command, Leadership and Management roles.
- Be eligible to live and work in the UK without restrictions.
- Not have any live formal disciplinary sanctions.
- Not be in a formal capability process
- Be medically fit to undertake the role.
- Must be able to pass all necessary qualifications and role required assessments.

You will also be required to hold a valid full UK driving licence, as well as the expectation to drive under emergency response conditions to the necessary standard.

## Terms and Conditions

The conditions of service generally follow those of the National Joint Council (NJC) for Brigade Managers of Local Authority Fire and Rescue Services, as set out in the Scheme of Conditions of Service (commonly known as the 'Gold Book'). This is supplemented by the National Joint Council (NJC) for Local Authority Fire and Rescue Services, as set out in the Scheme of Conditions of Service (commonly known as the 'Grey Book').

# The Role continued

## Pay

The salary for a Deputy Chief Fire Officer is £142,346 per annum.

## Vehicle

The successful applicant will be provided with a vehicle for Service duties. Individuals can elect to use this vehicle for personal use; however this will be subject to all applicable taxation implications.

## Contract Status and Pension

Applicants applying for substantive promotion should be aware that any significant increase to your pensionable pay may attract additional tax payments under HMRC rules. Charges for Annual Allowance could be payable.

Further details can be found on the HMRC website at <https://www.gov.uk/tax-on-your-private-pension/annual-allowance>.

## Hours of Work

Your normal hours are those required to fulfill the requirements of this post and will require evening and weekend activities. You will work in accordance with the Principal Officer continuous duty system and on a rotational basis; you will be required to undertake the role of Duty Principal Officer.

## Annual Leave and Public Holidays

Your leave entitlement is as follows; 35 days Scale A, 2 days Scale B and 3 days Long Service Leave. In addition, you will receive a public holiday entitlement each year and 2 Concessionary days.

## Politically Restricted

This post is deemed politically restricted in accordance with The Local Government and Housing Act 1989 (LGHA 1989).

## Additional Benefits

- A rewarding, varied career.
- Training, development and career progression opportunities.
- Access to health and wellbeing services and advice.
- To be part of a service that is committed to making a difference every day.

## General Responsibilities

We expect all our employees to perform their duties in accordance with the provisions of the Equality Act 2010, [Code of Conduct](#) and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of all our employees to actively promote equality, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards others.

HWFRS is fully committed to meeting its duties under the Equality Act 2010. We value equality of opportunity and developing a workforce that reflects the diversity of our community. We encourage everyone who has the necessary skills and experience to apply.

# The Selection Process

The process will consist of:

## 1 Application

- Completion of an online application form.

## 2 Shortlisting

- This will take place following the application stage and candidates will be notified of outcomes by email.

## 3 Selection

- Completion of an online assessment
- Completion of a written report
- Completion of a Command Assessment, if necessary.
- An interview day:
  - The interview day will take place **11th March 2026**.
- A fitness test and medical assessment
- Pre-employment checks:
  - These include security clearance vetting and Non-Police Personnel Vetting (NPPV) Level 3

### Check!

All communication during the process will be sent to the email address provided by you on your application form so please check this is correct when completing your application form. Please ensure you keep your contact details updated and that you regularly check your email account and spam folder.

## THE RECRUITMENT TIMELINE

**23.01.26**

Job advert opens



**15.02.26**

Job advert closes



**W/C 16.02.26**

Shortlisted candidates  
invited to interview



**BETWEEN 23.02.26 – 06.03.26**

Prior to interview candidates  
asked to complete:

An online assessment

A written report

A Command Assessment,  
if necessary



**06.03.26**

Submission deadline  
for written report



**11.03.26**

Interview Day (fixed) at Wyre Forest  
District Council Offices



**16.03.26**

Preferred candidate contacted  
and pre-employment checks



**16.04.26**

Formal offer made to preferred candidate  
following Fire Authority ratification



# The Selection Process continued

## 1. Application



### Online Application Form

To apply for this vacancy, you will need to complete an online application form. Registration to apply is quick and easy and only requires your first name, surname, email address and a password. By registering you will be able to save and re-visit your application.

#### Check!

All communication during the process will be sent to the email address provided by you on your application form so please check this is correct when completing your application form. Please ensure you keep your contact details updated and that you regularly check your email account and spam folder.

### Step 1: Profile Builder

#### Personal Information

You should provide your personal information on the application form. All communications during the recruitment process will be sent to the email address provided by you on your application form, so please ensure this is accurate.

#### Employment history

Please provide details of your employment history starting with your most recent employment and work backwards ensuring

that all periods of time, in the last 5 years as a minimum (including gaps in employment history), are accounted for.

### Step 2: Questionnaire

In this questionnaire you will be asked to confirm you meet the essential criteria for the role. Within this section you will also have the opportunity to upload a record of any relevant qualifications, training and memberships of Professional Bodies. You will also be asked to include a career command experience log of all training, qualifications, exercises, CPD and roles at large operational incidents.

You will be required to upload your supporting statement in this section. Your supporting statement should demonstrate how you meet the requirements of the role, as detailed within the person specification section of the Deputy Chief Fire Officer job description. Your supporting statement should not exceed 2,500 words.

You are reminded that only the information provided within the online application form and uploaded documents will be taken into account during the shortlisting process. Any false, misleading or inaccurate information in connection with your application may result in you being withdrawn from the process, the withdrawal of any offer of employment that may be made or formal disciplinary action if you have already been appointed.



# The Selection Process continued

## 1. Application continued



### Step 3: Questionnaire (Declarations)

#### Reasonable Adjustments

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment including recruitment activity. Please indicate whether you consider yourself to have a disability that you wish us to know about at this stage. If you require any reasonable adjustments that you feel need to be considered to assist you with the process, for example, dyslexia, you can indicate that here.

#### Disciplinary, Capability and Investigations

Whilst these may not affect your application being considered, we request that you declare any live or pending disciplinary processes you may be subject to. We also request you to declare any formal capability process, as well as any investigation process, you may be involved in or aware of.

#### Declaration of offences

This post is exempt from the Rehabilitation of Offenders Act 1974, and therefore you are required to declare:

#### All unspent cautions and convictions

All adult cautions and spent convictions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2023).

Please include any current or previous vetting statuses and offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences. Convictions or cautions will not necessarily preclude you from appointment, it will depend on their nature, and the circumstances of the offence.

Guidance on the filtering of convictions can be found here: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>.

Any information given will be treated as confidential. The information disclosed in this form will not be accessible with your application form during the recruitment process.

#### Confirmation of right to work in the UK without restrictions

Anyone who is not already employed by HWFRS must demonstrate that they are eligible to live and work in the UK without restrictions. Documented evidence of your eligibility will be requested as part of the selection process, and this will be checked and verified before any offer of employment is made.

# The Selection Process continued

## 1. Application continued

### Step 4: Equality Monitoring

We will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. This information will help us to ensure that our recruitment process is fair by allowing us to identify and eliminate discrimination. It will also help us to assess the success of our processes by monitoring job applications. We would therefore be grateful if you would complete the questions in this section. All information will be treated in confidence and will not be seen by staff directly involved in appointment. The questionnaire will be detached from your application form, recorded separately and used only to provide statistics for monitoring purposes.

### Technical Support

Should you require any support with the online application form, please email Carl Smythe, Resourcing Manager: [csmythe@hwfire.org.uk](mailto:csmythe@hwfire.org.uk).





# The Selection Process continued

## 2. Shortlisting



Shortlisting will be undertaken by a panel that will objectively assess each application against the job description and person specification.

Candidates will only be shortlisted using the details in the application form. Those applications that meet the minimum standard will progress to the next stage of the process. The Service reserves the right to apply an additional sift to reduce candidate numbers if necessary.

We are committed to equal opportunity for all. As part of our shortlisting process, we remove candidates' personal details prior to issuing the shortlisting packs to the shortlisting panel. This includes information directly related to any protected characteristics as defined by the Equality Act 2010 and seeks as far as possible to remove information that may indirectly identify any of these characteristics.

You will be informed via email if you are shortlisted with information on the next steps.

# The Selection Process continued

## 3. Selection



### Pre-Interview

The selection process will consist of an online psychometric assessment (Trans2 PRINT profile) and a written report.

Candidates who are shortlisted, who do not hold a current HWFRS Level 4 Incident Command Assessment pass, will also be required to undertake an assessment with the Chief Fire Officer prior to the interview. .

### Interview Day

The interview day will consist of a Stakeholder Panel interview and an Appointments Committee interview.

**This interview day will be held on 11th March 2026.**

### Check!

All communication during the process will be sent to the email address provided by you on your application form so please check this is correct when completing your application form. Please ensure you keep your contact details updated and that you regularly check your email account and spam folder.

### Fitness Test and Medical Assessment

The fitness test is an assessment of VO2 max designed to assess whether or not you meet the required fitness levels to meet operational requirements. Candidates will be exempt from this stage, should they already hold an appropriate in date HWFRS fitness test pass.

The medical assessment will examine your general health and fitness against the required standard. Medical information is strictly confidential to our health assessment professionals. They will identify and discuss any medical conditions that may affect a candidate's ability to undertake the role. In some cases, further information may be required from a GP.

Candidates will be exempt from this stage, should they already hold an appropriate in date HWFRS fitness and medical assessment pass.

### Offer and Pre-employment Checks

If you are successful, you will be issued with a conditional offer of employment subject to a formal offer made to preferred candidate following Fire Authority ratification and pre-employment checks which will include references; a social media screening check; and standard level DBS check.

An offer of employment is also made subject to security clearance vetting, Non-Police Personnel Vetting (NPPV) Level 3 Abbreviated.



# Appendix

## NFCC Job Advert

### Deputy Chief Fire Officer

<b>Location:</b>	Hereford & Worcester Fire and Rescue Service, Head Office Hindlip Park, Worcester, WR3 8SP.
<b>Salary:</b>	£142,346 (plus benefits, provided vehicle and relocation package)
<b>Terms and Conditions:</b>	Gold Book
<b>Contract:</b>	Permanent
<b>Advert Closing Date:</b>	15 February 2026
<b>Interview Date (fixed):</b>	11 March 2026

Are you an experienced strategic leader ready to make a significant impact in public service? Hereford & Worcester Fire and Rescue Service is seeking a Deputy Chief Fire Officer (DCFO) to join the Strategic Leadership Board and provide exceptional leadership and drive organisational excellence.

### About the Role

As DCFO, you will support the Chief Fire Officer/Chief Executive in delivering the Service's vision and strategic objectives. You will lead at the highest level, ensuring the effective implementation of the Community Risk Management Plan (CRMP), statutory obligations, and national guidance, as well as acting as one of the organisations most senior operational commanders. As DCFO, you should also have the ambition to progress into a Chief Fire Officer role in the future. This is a pivotal role requiring strong leadership, innovation, and collaboration to deliver outstanding services to our communities.

This role is a uniformed operational role and conditioned to the firefighters pensions scheme. The Fire Authority are seeking a motivated, driven individual with the ability to build on an already high performing and successful organisation. A focus on leadership and management in the public sector with a clear 'business' based ethos is key to delivering efficient and effective public services. Driving performance based on our core strategies, embracing change and innovating are key skills the successful candidate will need to demonstrate.

### Key Responsibilities

- Act as Deputy for the Chief Fire Officer, lead the strategic board, and assume full leadership responsibilities in their absence.
- Lead your Directorate, driving performance, continuous improvement, and cultural excellence.
- Provide strategic advice to elected Members and foster strong stakeholder relationships.
- Champion inclusion and positive employee relations across the Service.
- Represent the Service nationally, regionally, and locally, influencing policy and outcomes.
- Ensure compliance with health, safety, and welfare obligations.
- Deliver operational leadership during major incidents as Duty Principal Officer as part of the Brigade Manager Rota and Gold Command cover.

# Appendix

## NFCC Job Advert continued

### What We're Looking For

We are seeking applications from high-performing, high potential qualified competent senior managers who can demonstrate experience of operating effectively at Strategic Manager level. The successful candidate should also have the potential and ambition to progress into a Chief Fire Officer role in the future. The full job description is available in the Information for Applicants pack, however, to summarise:

- A Level 7 qualification or an equivalent management/professional qualification and experience in working at a strategic level.
- Experience: Extensive senior strategic leadership experience, operational command competence, and proven ability to manage complex organisational challenges.
- Skills: Political acumen, strategic thinking, financial management expertise, and exceptional communication skills.
- Knowledge: Comprehensive understanding of Fire and Rescue Service governance, public service challenges, and the political landscape.

### Additional Requirements

- Ability to work flexibly within a continuous duty rota system.
- Relevant operational command experience at tactical and strategic level.
- It is preferable that a successful candidate provides a residential base within or near to the borders of Herefordshire or Worcestershire, and must be able to respond promptly within both counties if Duty Principal Officer. Any base location will need to be approved by the Chief Fire Officer.
- Commitment to professional development and cultural leadership.
- Candidates must be able to pass all relevant fitness, medical, driving and command assessments.

Join us and help shape the future of fire and rescue services.

For more information and to apply, visit: <https://hwfire.wm-jobs.co.uk/members/?j=199>

For an informal, confidential conversation about this role with the Chief Fire Officer, Jon Pryce KFSM, please contact Lisa Colenutt at [LColenutt@hwfire.org.uk](mailto:LColenutt@hwfire.org.uk)



# Appendix continued

## Job Description

### Deputy Chief Fire Officer

---

<b>Directorate:</b>	Response (but may differ)
<b>Grade:</b>	Deputy Chief Fire Officer (DCFO)
<b>Responsible to:</b>	Chief Fire Officer
<b>Responsible for:</b>	Directorate level

---

### Primary Purpose of the Role

To provide strategic support to the Chief Fire Officer/Chief Executive in delivering effective leadership for the Fire and Rescue Service (the Service). This includes driving the development and implementation of organisational strategy linked to delivery of the Community Risk Management Plan (CRMP), and statutory functions, embedding best practice, and maximising opportunities for collaboration.

A key aspect of this role is ensuring the successful delivery of both enabling and core strategies across the Service, while maintaining full compliance with all statutory obligations and national guidance applicable to the Fire and Rescue Authority (the Authority).

### Principal Responsibilities

- **Act as Deputy** for the Chief Fire Officer/Chief Executive, assuming full leadership responsibilities in their absence, in line with the Scheme of Delegations and Constitution.
- **Lead your Directorate**, creating a clear vision, driving performance, continuous improvement, and excellence in delivering the CRMP and core strategies.
- **Provide decisive leadership and guidance** to senior teams and staff, ensuring high corporate standards and fostering a culture of improvement.
- **Advise and report** effectively to elected Members, exercising political neutrality, acumen, transparency and strategic alignment.
- **Collaborate with stakeholders** including elected Members, public, private, and voluntary sectors, to shape and deliver community-focused plans that uphold governance and service quality.
- **Champion positive employee relations**, equality, fairness, and cultural standards across the Service, embedding these principles in all operations.
- **Optimise resource allocation**, identifying efficiencies and driving performance within your area of responsibility.
- **Represent and advocate** for the Service at national, regional, and local levels, influencing outcomes and building strategic partnerships.
- **Ensure health, safety, and welfare compliance**, adhering to corporate policies and statutory obligations under the Health and Safety at Work Act 1974.
- **Undertake additional duties** aligned with the scope and seniority of the role as required.
- **Champion and drive standards**, act as a role model and ambassador for the Service by displaying high standards in all areas and promote a positive modern culture in the workplace.

# Appendix continued

## Job Description continued

### Additional Responsibilities for Jobholders with Operational Competencies

- **Lead Multi-Agency Preparedness**

Actively contribute to joint planning initiatives, inter-agency training, and large-scale exercises to ensure personnel are fully prepared for major disasters and complex incidents. Build strong collaborative relationships with partner organisations to enhance resilience and interoperability.

- **Provide Immediate Operational Response**

When rostered as Duty Principal Officer, deliver decisive leadership during emergency situations, ensuring rapid and effective resolution. Maintain availability for consultation and operational support at all other times to safeguard public safety and Service integrity.

- **Assume Command at Critical Incidents**

Take command at significant fires or emergency incidents when necessary, or when circumstances demand proactive intervention on scene. Apply strategic decision-making and operational expertise to protect life, property and the environment.

- **Represent the Authority at Strategic Level**

Act as Fire and Rescue Service "Gold" Commander within multi-agency Strategic Coordinating Groups, providing authoritative leadership and influencing strategic decisions during major incidents and civil contingencies.



# Appendix continued

## Person Specification

The requirements of this role are aligned to the principles outlined in the National Fire Chiefs Council (NFCC) Leadership Framework. The role will focus on 'Leading the Service' and candidates must be able to demonstrate the required levels of competence against the Framework, or the potential to meet those requirements within a reasonable time period upon taking the role. Candidates will also be required to demonstrate the skills and behaviours outlined in the other areas, Leading Yourself, Others and the Function.

### Essential Qualifications and Training

The applicant must have:

- **Postgraduate-Level Qualification**  
A Level 7 qualification or an equivalent management/professional qualification and experience in working at a strategic level.
- **Commitment to Further Study**  
Ability and willingness to complete a 'Master in Business Administration' (MBA) or equivalent qualification within five years of appointment, if not already held.
- **Operational Command Competence**  
Hold underpinning relevant or equivalent command experience and qualifications and have the capability to successfully pass a Level 4 Fire Operational Command Assessment, and Multi-Agency Gold Incident Command assessment as required, if not already held and current.
- **Continuous Professional Development**  
Evidence of sustained professional development at a strategic leadership level.
- **Operational Command Experience**  
Demonstrable experience in operational command, preferably within emergency service operations or a comparable environment, at both tactical and operational levels.
- **Additional Requirements**  
Must be able to pass (if not already held) a qualification to drive an appropriate vehicle under emergency response conditions to the necessary standard.

Must also be able to pass the relevant annual fitness assessment and medical requirements of the role.

It is preferable that a successful candidate provides a residential base within or near to the borders of Herefordshire or Worcestershire, and must be able to respond promptly within both counties if Duty Principal Officer. Any base location will need to be approved by the Chief Fire Officer.

Due to the nature of the role and hours of work required the candidate must be able to demonstrate an ability to effectively and flexibly support the continuous duty rota system, respond promptly as required, and support operational and managerial commitments across both counties routinely.

# Appendix continued

## Person Specification continued

### Essential Experience

The successful applicant must demonstrate:

- **Extensive Senior Strategic Leadership Experience**  
Proven ability to lead and manage a major function within a complex organisation, delivering core organisational objectives at a strategic level.
- **High-Level Corporate Leadership Under Pressure**  
Significant experience operating in a demanding senior leadership environment, managing complex corporate challenges beyond operational command responsibilities.
- **Political and Governance Engagement**  
Practical experience working with Elected Members and politicians, fostering constructive relationships and influencing the decision-making of political leaders.
- **Strategic Media and Reputation Management**  
In-depth understanding of the impact of public image, including press, media, and social media, and experience in managing communications at a strategic level.
- **Track Record of Innovation and Continuous Improvement**  
Substantial demonstrated success in driving strategic and operational improvements, delivering high-quality services through innovation and best practice.
- **Audit and Inspection Compliance**  
Experience in achieving improvements aligned with auditor or inspector expectations and ideally including experience of engaging with His Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS).
- **Complex Issue Analysis and Strategic Contribution**  
Ability to analyse and interpret complex data, apply professional judgement, and then present complex issues effectively, both orally and in writing for both senior management and Authority level, contributing to strategic debate and constructive challenge at senior forums, preferably as part of a management board.
- **Change and Priority Management**  
Proven capability to manage competing priorities, adapt to change, and deliver outcomes within tight deadlines on complex strategic matters.
- **Financial and Resource Management Expertise**  
Substantial experience of financial management, budgetary control, and the ability to drive efficiencies and improve organisational performance.



# Appendix continued

## Person Specification continued

### Essential Knowledge

The applicant should demonstrate comprehensive knowledge and understanding of:

- **Public Service Challenges**  
The evolving role, priorities, and challenges faced by public services, with specific emphasis on the Fire and Rescue Service and HMICFRS.
- **Political and Strategic Landscape**  
The political environment and government influence on Fire and Rescue Services, including the strategic role of the National Fire Chiefs Council (NFCC) in shaping national policy and leadership.
- **Contextual Awareness**  
The political, economic, and environmental factors impacting the Fire and Rescue Service, and the significance of His Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) in driving performance and accountability.
- **Strategic vs Tactical Leadership**  
A clear understanding of the distinction between strategic and tactical working within Hereford & Worcester Fire and Rescue Service (HWFRS), and the Deputy Chief Fire Officer's role in delivering strategic leadership.
- **Local Government Framework**  
The structure, governance, and operational mechanisms of Local Government as they relate to Fire and Rescue Services.
- **Corporate Governance**  
Must be conversant with all aspects of legislation, corporate and organisational governance in the Fire Service, delegated responsibilities and thresholds; moral, financial and legal.

# Appendix continued

## Person Specification continued

### Essential Skills and Abilities

The applicant should be able to demonstrate:

- **Executive Support and Challenge**  
Ability to act as a trusted advisor and sounding board to the Chief Fire Officer, offering constructive professional challenge where appropriate.
- **Strategic Leadership**  
Capability to lead and support all members of the Strategic Leadership Board (SLB) and all senior managers thereby fostering collaboration and high performance. Must be able to lead others, chair meetings and be able to listen carefully, reflect and seek consensus, as well as being able to lead and direct when necessary and take urgent and important decisions, take responsibility and assess risk.
- **Strategic Thinking and Innovation**  
Proven ability to think strategically, develop creative solutions to complex issues, and build strong relationships internally and externally. Must be able to confidently take and assess risk and present clear ownership and responsibility for the organisation.
- **Political Acumen**  
High level of political awareness and sensitivity to support policy development and decision-making processes alongside elected Members. Must be able to build relationships with all political leaders and influence those that govern the Service.
- **Values and Ethics Leadership**  
Commitment to championing the values and ethics of the Fire Service (Core Code of Ethics), role modelling inclusive leadership, promoting diversity, inclusion, and equality of opportunity and demonstrating professional standards and values at the highest level.
- **Culture**  
Have a current and clear vision of how to drive improvements in behaviours and culture across the organisation with an ability to lead effectively and personally demonstrate ethically sound and culturally appropriate leadership.
- **Trade Unions**  
Demonstrate experience and the ability to work with, and manage relationships, with trade union officials.
- **Priority and Performance Management**  
Ability to balance competing priorities, meet tight deadlines, and deliver results on complex strategic matters.
- **Business Planning and Evaluation**  
Competence in planning, directing, and evaluating performance across all areas of business activity.



# Appendix continued

## Person Specification continued

- **Vision and Influence**

Ability to articulate and gain ownership for a clear vision and direction, influence the direction of the organisation and inspire and lead others to achieve organisational goals. Also to help others to develop and implement the clarity and direction agreed upon by the Strategic Leadership Board.

- **Collaborative Leadership**

Skill in fostering mutual cooperation, enabling individuals to contribute to their full potential, and influencing stakeholders within the Service and wider community.

- **Interpersonal and Communication Excellence**

Highly developed interpersonal, public relations, oral, written, and presentation skills.

- **Resilience and Motivation**

High levels of energy, enthusiasm, and resilience, with the ability to remain focused and positive under pressure.

- **Credibility and Integrity**

Professional presence, visibility and credibility that commands trust and confidence from senior managers, officers, partners, and stakeholders, underpinned by a high degree of probity and integrity.

- **Professional Development**

High levels of self-awareness and the ability to consider and act on 360 feedback and improve personal performance and impact.

- **Decisive Leadership**

Competence in making sound, timely decisions in complex and dynamic environments.

# Appendix continued

## Person Specification continued

### Desirable Qualifications and Training

The applicant should ideally have:

- **Strategic Leadership Development**  
Successful completion of a recognised strategic management development programme or executive leadership qualification, such as an Executive Leadership Programme.
- **Multi-Agency Gold Command Expertise**  
Experience or formal qualification in Multi-Agency Gold Incident Command (MAGIC).
- **Advanced Academic Achievement**  
A Master's degree, preferably an MBA or equivalent.
- **Strategic Operational Command Experience**  
Proven experience in operational command at a strategic level preferably within emergency service operations, or an equivalent setting.
- **Health and Safety**  
Demonstrate knowledge and competence in Health and Safety requirements and legislation and experience of leading and delivering organisational level Health and Safety alongside operational Health and Safety.
- **Professional Membership**  
Membership of a relevant professional body.

### Brigade Manager Role Map

Ref	Brigade Manager Role Map
EFSM1	Provide strategic advice and support to resolve operational incidents
EFSM4	Plan organisational strategy to meet agreed aims and objectives
EFSM5	Plan implementation of organisational strategy to meet objectives
EFSM7	Evaluate organisational performance against agreed measures
EFSM8	Lead organisational strategy through effective decision making
EFSM13	Select personnel for employment
EFSM14	Manage the performance of teams and individuals to achieve objectives
EFSM15	Develop teams and individuals to enhance work-based performance
EFSM16	Manage yourself to achieve work objectives
EFSM20	Exchange information to ensure effective service delivery







If you have any questions regarding the DCFO role, please contact Chief Fire Officer Jon Pryce via Lisa Colenutt, Executive PA to CFO, on 01905 368202 or [lcolenutt@hwfire.org.uk](mailto:lcolenutt@hwfire.org.uk).

If you have any questions regarding the recruitment process or your application form, please email Carl Smythe, Resourcing Manager: [csmythe@hwfire.org.uk](mailto:csmythe@hwfire.org.uk).

