



Candidate Pack Assistant Director (Operational Area Commander) | 2026

HEREFORD & WORCESTER
HWFR
FIRE AND RESCUE SERVICE

Thank you for your interest in becoming an Assistant Director (Operational Area Commander) with Hereford & Worcester Fire and Rescue Service (HWFRS). This guidance explains the role, eligibility criteria, application requirements and selection process.

If you have any questions after reading it, please contact our Recruitment team via email: recruitment@hwfire.org.uk.

Interested candidates are welcome to meet or discuss the role with CFO Jonathon Pryce KFSM and arrange a visit to HWFRS. This can be arranged by emailing Lisa Colenutt: lcolenutt@hwfire.org.uk.

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Job Advert Closing Date:
25th September 2026

Assessment Day (Fixed):
22nd October 2026

Interview Day (Fixed):
23rd October 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

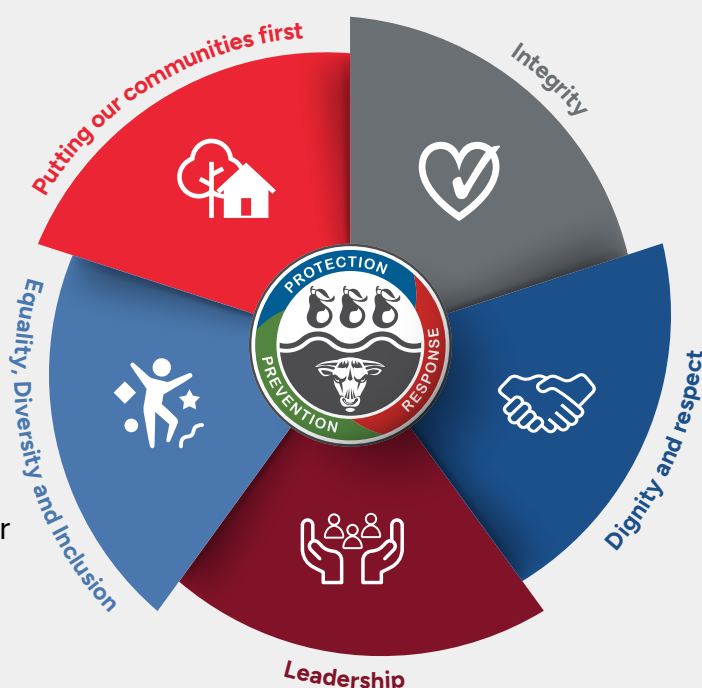
We make decisions objectively based on evidence, without discrimination or bias.

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

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 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.

The Role

We are seeking to appoint an Assistant Director (Operational Area Commander) with the drive, enthusiasm and leadership capability required of a strategic leader in a modern fire service. The successful candidate will help us to deliver our core strategies and lead our workforce.

Role Overview

We are looking for someone who can demonstrate they have the skills and abilities to deliver our strategic objectives, uphold and champion our core values, and lead others in a variety of environments.

The role will form part of our Strategic Leadership Board (SLB), providing strategic leadership and support to the Principal Officers in the overall coordination of the Service. This includes change management, staff development, delivery of organisational strategy and transformation, effective industrial relations and exploring opportunities for collaboration with partners to support efficiency and effectiveness.

HWFRS strives to deliver organisational and operational excellence in everything it does, requiring all strategic leaders to champion our core values and constantly seek efficiency, effectiveness and accountability across our highly motivated workforce.

Please refer to the job description and person specification for further information on the main duties and responsibilities of the post and our core values.

Terms and Conditions

These are no less favourable than those enjoyed under the terms and conditions for Area Managers as agreed by the National Joint Council Scheme of Conditions of Service (Grey Book, 6th Edition).

Pay

The salary scale for an Area Commander (B) is in line with NJC Grey Book pay scales plus an additional 20% flexi duty allowance. Area Commanders are required to work a locally agreed Area Commander rota pattern, which sits outside of the current NJC National Conditions of Service. In recognition of this additional requirement and responsibility, a further 9.6% pay enhancement is awarded. On appointment, you will normally be placed on development rate of pay unless you can demonstrate that you have already achieved competence within the role.

Vehicle

Flexi duty officers are provided with a car for Service duties. Individuals can elect to use this vehicle for personal use; however, this may be subject to tax implications.

The Role continued

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. Annual Allowance tax charges apply when the growth of the pension is estimated to be more than £60,000 annually although, unused allowance from previous years may offset any charges.

Further details can be found on the HMRC website at <https://www.gov.uk/tax-on-your-private-pension/annual-allowance> or by contacting the Pension Officer at Hereford and Worcester Fire and Rescue Service.

Hours of Work

You will be assigned to a locally agreed Area Commander operational rota. This is currently a three-week duty pattern, consisting of one 24-hour duty for a 7-day period (Monday to Monday), followed by two weeks of working for nine hours per day flexibly (Monday to Friday). You may also need to work evenings and weekends, as required, and an Area Commander should be available for recall to duty at any reasonable time. Your leave group will be notified to you by your line manager. Leave groups and duty patterns may be subject to ongoing review in order to meet the demands of HWFRS.

Annual Leave and Public Holidays

Your leave entitlement is as follows 35 days at Scale A, 2 days at Scale B and 3 days of Long Service Leave. You are also entitled to eight public holidays each year and two 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, with investment and support for personal and academic development.
- Relocation expenses, up to a maximum of £12,000.
- Annual CPD payment for maintaining competence.
- Training, development and career progression opportunities.
- Flexible working patterns.
- Access to fitness facilities, and health and wellbeing services and advice.
- Opportunities to work in a range of workplaces and locations across the two counties.
- 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.

Safeguarding

Hereford & Worcester Fire and Rescue Service's recruitment and selection procedures reflect our commitment to safeguarding and promoting the welfare of Adults, Children and Young People. All staff and volunteers are expected to share this commitment.

The Selection Process

The Assistant Director selection process has a number of stages. A summary of the key stages and dates are shown below and on the timeline to the right:

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

- Submission of a Briefing Exercise paper.
- Completion of an Assessment Day:
 - The Assessment Day will take place on **22nd October 2026**.
- An Interview Day:
 - The interview day will take place on **23rd October 2026**.
- Completion of an Level 4 (and 3) Incident Command Assessment, as necessary.
- A fitness test and medical assessment.
- Pre-employment checks:
 - These include security clearance vetting and Non-Police Personnel Vetting (NPPV) Level 2.

THE RECRUITMENT TIMELINE

04.09.26

Applications open



25.09.26 (noon)

Applications close



W/C 28.09.26

Shortlisting



05.10.26

Briefing Exercise Issued



19.10.26

Briefing Exercise Closing Date



22.10.26

Assessment Day



23.10.26

Interview Day

The scheduling of the selection process involves a number of resources. Please be advised that if you are unable to make the scheduled assessment dates, we may not be able to make alternative arrangements.

The Selection Process continued

Independent Scrutiny

This is a competitive and transparent process subject to internal independent scrutiny. The purpose of scrutiny is to provide constructive challenge on any aspect of the process, support compliance with our promotion principles and promote a culture of consistency, fairness and trust.

Eligibility to Apply

To apply, you must meet the following criteria at the point of application:

- Be a competent UK Local Authority Group Commander or role above.
- Be able to demonstrate previous or current competence at Levels 1, 2 & 3 command.
- Pass a Level 3 Command Assessment if not already held.
- Pass a Level 4 Command Assessment if not already held.
- Be eligible to live and work in the UK without restrictions.

- Have had an appraisal in the last 12 months, unless not applicable to your organisation.
- Not have any live formal disciplinary sanctions or history of serious misconduct.
- Should not have been dismissed by another Fire and Rescue Service on the grounds of serious misconduct or capability.
- Must be able to pass all relevant and required vetting processes.
- Not be in a formal capability process.
- Be medically fit to undertake the role, and pass the medical and annual fitness test.

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 Selection Process continued

1. Application



Online Application Form

To apply for this vacancy, you will need to complete an online application form, through West Midlands Employers (WMJobs). This is the public jobs website used by the Service as its application portal. Registration is quick, easy, and requires only your first name, surname, and email address. After registering, you can save and re-visit your application. You can register at the point of applying, by selecting the 'apply' button in the top right-hand corner of the advert. If you have previously applied for a job through WMJobs, you can login with your usual email address and password.

Once you have registered/logged in, you will be taken through to the application form, where you will need to complete all required sections.

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

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.

Our application form will ask for the following personal information:

- Name
- Contact details
- Address

Step 2: Questionnaire

In the first part of this section, you will be asked to confirm you meet the eligibility criteria for the role you are applying to. If you do not meet these eligibility criteria, please do not apply, as your application cannot be accepted.

We also ask you to confirm your current Fire Service employer, and your current operational role.

Application Upload

For this section, you will need to complete a relevant word template document attached to the job advert: [Application Form Supporting Information AC 2026](#)

The Selection Process continued

1. Application continued

Once completed, upload the file to the online application form. We recommend that you complete this document offline, save a local copy, and take the time to ensure you are satisfied with the content before submitting it through the application form.

Within the upload document there are a number of sections to complete:

- **Section 1 – Employment history**
Please provide details of your employment history starting with your most recent employment and work backwards ensuring that all periods of time (including gaps in employment history) are accounted for.
- **Section 2 – Qualifications & Courses**
Education – Please provide details of your education history starting with your current or most recent education and focus on those areas most relevant to the role you are applying for.

Memberships of relevant professional bodies – Please provide details of any membership you have with any organisation which may be relevant to this post.

Training – Please provide details of any relevant training, qualifications and learning and development starting with your current or most recent, again focusing on those most relevant to the role you are applying for.
- **Section 3 – Supporting Information**
Please provide any other evidence to support your application, carefully matching your skills, potential and experience to the criteria in the person specification of the Area Commander job description. Please ensure you have read the job description and person specification before completing this section. The word limit for this section is 2000 words.

Applications must be completed accurately and honestly, and you are encouraged to read all instructions carefully to ensure you fully understand what you are being asked to do. You are reminded that only the information provided on the application form 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.

Reasonable Adjustments

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment including recruitment activity. Please tell us at this stage if you consider yourself to have a disability that you wish us to know about. If you require any reasonable adjustments to support you through the process, such as adjustments relating to dyslexia, please indicate this in your application form.

Reasonable adjustments will be based on identified need rather than personal preference and therefore, you will be asked to provide us with diagnostic evidence to confirm the reasonable adjustments you require. This might include a GP or specialist's letter or a diagnostic report by a suitably qualified assessor.



The Selection Process continued

1. Application continued

Declaration of Offences

If you have a record of an offence, this will not necessarily preclude you from applying as all applications are considered strictly on their merit. However, 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 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.

Application Declaration

You are required to answer these questions regarding any current or previous UK Fire & Rescue Service employment. We also ask you to declare that the information you are providing is true to the best of your knowledge.



Step 3: 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 WMJobs website, your user account, or your in-progress application email: recruitment@hwfire.org.uk.

Alternatively, WMJobs have a technical support team which can be contacted via <https://www.wmjobs.co.uk/contact-us/>

The Selection Process continued

2. Shortlisting



Shortlisting will be undertaken by a panel that will objectively assess each application against the 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 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.

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 Selection Process continued

3. Selection



Briefing Exercise

Shortlisted applicants, prior to the interview day, will be required to submit a briefing paper. You will receive the topic of this briefing paper and further guidance of what is required should your application be shortlisted.

Assessment Day

This stage will consist of several exercises assessed against the strategic level of the NFCC Leadership Framework. This stage of the process will be held on a separate date to the interview day. Further information will be given to candidates who reach this stage.

The Assessment Day will be held on 22nd October 2026.

Interview Day

The interview will explore your skills, knowledge, and potential abilities, in relation to the role. The panel will be chaired by the Chief Fire Officer supported by the Deputy Chief Fire Officer and one other senior manager.

The Interview Day will be held on 23rd October 2026.

Incident Command Assessment

Candidates who do not hold a current Level 4 Incident Command Assessment pass will be invited to attend an assessment as part of this process. Candidates may also be required to undergo a Level 3 Command Assessment.

Fitness Test

This is an assessment of VO2 max designed to assess whether 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.

Medical

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 medical assessment pass.

The Selection Process continued

3. Selection continued

Selection Outcomes

Information gathered throughout the selection process will be reviewed as a whole, and applicants who meet the required standard will be considered successful.

Candidates who are successful in the process but not appointed into vacant positions may be held within a pool to fill future vacancies for a defined period, although the Service reserves the right to reduce or extend this timeframe as required. HWFRS reserves the right to appoint and transfer individuals into alternative posts to meet the strategic objectives of the organisation.

Candidates will be deemed unsuccessful if they do not meet the required standard. Furthermore, any particularly poor performance, at any stage, may result in overall failure and the candidate removed from the process. All candidates will be offered feedback upon request at the culmination of the process.

Offer and Pre-employment Checks

If you are successful, you will be issued with a conditional offer of employment subject to a range of pre-employment checks such as nationality and immigration status, employment history; criminal record check; academic qualifications; satisfactory references, and other matters to ensure that you are qualified for the appointment.

It is the final decision of the Service to determine if such references meet with our requirements. If we do not receive references within a reasonable timescale, this may affect your start date and appointment with HWFRS.

An offer of employment is also made subject to security clearance vetting, Non-Police Personnel Vetting (NPPV) Level 2 Abbreviated, and you may be required to pass advanced national vetting processes (for example SC level) as a requirement for the role.

Staying Connected

All communications during the process will be sent to the email address provided on your application form, so please check if this is correct before submitting your application. Please keep your contact details updated and regularly check your email account and spam folder. You are advised not to change your email address during the recruitment process, as this may prevent us communicating with you effectively. We cannot be held responsible for missed communications resulting from changes you make to your contact details.

Contacts

If you have any questions regarding the application or selection process, please contact: recruitment@hwfire.org.uk
01905 368490

Assistant Director (Operational Area Commander)

Salary:	Area Commander B in line with NJC Grey Book pay scales plus 20% flexi duty allowance and 9.6% supplement for working a locally agreed Area Commander rota pattern
Location:	Hereford & Worcester Fire and Rescue Service, Head Office Hindlip Park, Worcester, WR3 8SP.
Contract:	Full time, permanent plus pension and benefits including provided car with option for personal use, subject to taxation and mileage charges.
Closing Date:	Friday 25th September 2026 at 12:00 noon

Hereford & Worcester Fire and Rescue Service (HWFRS) is pleased to invite applications for the role of Assistant Director (Operational Area Commander aligned to the 'grey' book terms and conditions).

HWFRS is a forward thinking and dynamic organisation looking for talented, positive and inspirational individuals to join our strategic team across locations stretching east to west from the Cotswolds to the mid-Wales border, and from the outskirts of Birmingham in the north, to the Wye Valley Area of Outstanding Natural Beauty (AONB) in the south – with the Malvern Hills AONB right at the heart of the two counties.

Our stations are crewed by a mix of Wholetime and On-Call Firefighters, supported by Fire Control and essential Support Staff. We attend over 8,000 incidents each year – including property and countryside fires, Road Traffic Collisions, flooding and water rescues, animal rescues and a range of other incidents, alongside our USAR and High Volume Pumping National Resilience capabilities aligned to our Response Strategy. We also deliver essential key Protection and Prevention services across both counties every day.

We are seeking to appoint an Assistant Director (Operational Area Commander) with the drive, enthusiasm and leadership capability required of a strategic leader in a modern fire service. The successful candidate will help us to deliver our core strategies and lead our workforce.

We are looking for someone who can demonstrate they have the skills and abilities to deliver our strategic objectives, uphold and champion our core values, and lead others in a variety of environments.

About the Role

The role will form part of our Strategic Leadership Board (SLB), providing strategic leadership and support to the Principal Officers in the overall coordination of the Service. This includes change management, staff development, delivery of organisational strategy and transformation, effective industrial relations and exploring opportunities for collaboration with partners to support efficiency and effectiveness.

HWFRS strives to deliver organisational and operational excellence in everything it does, requiring all strategic leaders to champion our core values and constantly seek efficiency, effectiveness and accountability across our highly motivated workforce.

Appendix

Job Advert continued

Eligibility to apply

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

- Be a competent UK Local Authority Group Commander or role above.
- Be able to demonstrate previous or current competence at Levels 1,2 & 3 command.
- Pass a Level 3 Command Assessment if not already held.
- Pass a Level 4 Command Assessment if not already held.
- Be eligible to live and work in the UK without restrictions.
- Have had an appraisal in the last 12 months, unless not applicable to your organisation.
- Not have any live formal disciplinary sanctions or history of serious misconduct.
- Should not have been dismissed by another Fire and Rescue Service on the grounds of serious misconduct or capability.
- Must be able to pass all relevant and required vetting processes.
- Not be in a formal capability process.
- Be medically fit to undertake the role, and pass the medical and annual fitness test.

You will also be required to hold a valid driving licence and be eligible to drive in the UK and must be able to pass an emergency response driving qualification. You must have the ability to respond promptly within Herefordshire and Worcestershire and must be able to provide a residential base in or near the county borders, in a location acceptable to the Chief Fire Officer.

As this role forms part of a locally agreed Area Commander operational rota, when rostered as 'duty AC' you must be available for immediate operational response within the Service Area. At other times Assistant Directors will work as required by their role within the Service and must be able to work flexibly. You may also be required to work evenings and weekends, as required, and an Area Commander should be available for recall to duty at any reasonable time.

Selection process

Applicants will complete an online application form, including a statement evidencing your suitability, skills and qualifications for the role. Shortlisted applicants will then be asked to attend a selection stage comprising of strategic level assessments, a briefing exercise and an interview.

Pre-employment checks will also be required including security clearance vetting (Non-Police Personnel Vetting (NPPV) Level 2 Abbreviated) and you may be required to pass advanced national vetting processes (for example SC level) as a requirement for the role. Successful candidates will be required to attend a conversion and induction training programme.

Full details of the role and selection process can be found in the job description and person specification and candidate guidance document.

Further information

Interested candidates are welcome to meet or discuss the role with CFO Jonathon Pryce KFSM and arrange a visit to HWFRS. This can be arranged by emailing Lisa Colenutt Lcolenutt@hwfire.org.uk.

If you have any questions regarding the process or you are experiencing any difficulties with your application, please contact the recruitment team via recruitment@hwfire.org.uk before the closing date.

Appendix continued

Job Description

Assistant Director Area Commander (Grey Book Operational)

Main purpose of the role

To lead and assist in the development and implementation of strategic Service and departmental objectives and ensure their effective and efficient implementation. To provide full operational cover on the Area Commanders' rota and respond to operational incidents (Level 3 and Level 4) adopting the appropriate role within the incident command system.

To provide strategic leadership and support the Principal Officers in providing overall coordination of the Service including change management, development of best practice, organisational strategy and transformation, effective industrial relations and exploring opportunities for collaboration with partners in order to ensure efficiency and effectiveness.

Dependent on role, the strategic departmental responsibilities will vary but will be consistent with the national Area Manager role map and will consist of a portfolio of several varied departmental responsibilities.

Key Duties and Responsibilities

(aligned to national Area Manager Role Map and NFCC Leadership Framework)

Key Duties and Responsibilities:	Examples of this include:
Plan implementation of organisational strategy (EFSM 5, 23 & 17)	• Develop and agree policies, processes, strategy, systems and structures to support achievement of organisational aims and objectives. • Ensure that plans, allocation and work activities meet the identified need within agreed budgets and resources allocated. • Implement and evaluate work plans to achieve the stated objectives. • Make recommendations for improvements to any identified work activities that are not effective and efficient in delivering the desired outcomes.

Appendix continued

Job Description continued

Key Duties and Responsibilities: Examples of this include:

Implement and lead organisational strategy (EFSM 6, 8, 18, 19 & 25)

- Allocate roles and responsibilities, delegate related work activities and maintain effective working relationships.
- Obtain information to aid strategic decision making, analyse data, generate options and consult to achieve strategic goals.
- Establish and maintain quality assurance systems and make recommendations for improvements.
- Implement a performance management system to ensure realisation of local risk management objectives.
- Manage the work of substantial, complex projects critical to strategic objectives.
- Audit, implement and monitor overall compliance with quality systems.
- Ensure that non-compliances are managed effectively, carry out trend analysis of performance data and report to the appropriate service level performance monitoring manager.

Implement and manage change (EFSM 9)

- Identify opportunities for improvement
- in activities and working practices including building relationships with partners at a District, Service, Regional and National level.
- Evaluate any proposed changes looking closely at the benefits, advantages, costs and risks.
- Plan implementation of desired changes.
- Introduce and embed the changes in working practices or activities.

Appendix continued

Job Description continued

Key Duties and Responsibilities:	Examples of this include:
Select and Manage required Personnel (EFSM 13 & 14)	• Identify personnel requirements and select required staff to meet Service level needs. • Allocate and delegate work to teams and individuals. • Agree the objectives and work plans with team members/ individuals. • Assess the performance of the teams and individuals. • Provide feedback to teams and individuals on their performance. • Resolve any performance issues with teams and individuals.
Develop teams and individuals (EFSM 15)	• Identify and agree with the individual development needs. • Plan how development needs can be best addressed, in consultation with appropriate staff. • Assist in delivering individual learning and support for further sustained development. • Evaluate and report upon the effectiveness of the chosen development methods and the resultant impact on the teams and individuals performance.
Lead, Monitor and Support to resolve Operational Incidents – Incident Command System (EFSM 2)	• Review and determine incident status. • Assume responsibility and implement actions to support those involved in the incident in accordance with the prescribed Incident Command System and policies. • Debrief the staff involved following resolution of an incident. • Minimise risk and maximise progress. • Closing down the operational phase of incidents effectively and debriefing people following incidents.

Appendix continued

Job Description continued

Key Duties and Responsibilities:	Examples of this include:
Exchange of Information and development of information systems to ensure effective service delivery (EFSM 20 & 22)	• Plan, chair and participate at both • internal and external meetings, locally, regionally and, nationally to meet the requirements of the role. • Represent the Authority at identified and appropriate meetings. • Analyse all relevant information to • support own decision making and the decisions of the Senior Management Board (SMB). • Provide advice and information on the results of that analysis to other members of the Service. • Identify, select, implement and monitor management and communications systems.
Management of self to achieve work objectives (EFSM 16)	• Organise and structure own personal work activities to achieve objectives. • Develop and continuously improve working relationships with other members of the team. • Develop and implement, in consultation with appropriate functions, personal development plans to continuously improve own personal performance.

Appendix continued

Job Description continued

Key Duties and Responsibilities: Examples of this include:

Resource management (EFSM 11)

- Formulate and implement a business plan for allocated directorate, monitoring agreed targets and objectives through an effective system of performance and management.
- Manage the staff and resources within a directorate. To be responsible for setting and managing the departmental budgets. Support the process of sourcing and bidding for external funding opportunities that arise from time to time.
- Oversee and manage budgets within allocated reference.
- Effectively bid for and allocate resources to meet service delivery needs.
- Make fully assessed recommendations to expenditure.
- Monitor, review and control expenditure reporting on any identified growth, overspend or efficiencies.
- Identify and report on risks to assets including severity, likelihood and proximity. Assist in identification of suitable risk reduction/mitigation methods.

The postholder will be required to undertake any other reasonable duty commensurate with the grading and responsibility of the post. This could be at any location across the Service working a variety of shift patterns, in order to meet Service priorities, business continuity requirements or personal development. A vehicle is provided for the role with the ability to undertake personal usage with the relevant taxation implications and mileage charge.

The Area Commander rota is agreed locally and sits outside of the current NJC National Conditions of Service. This is currently a three-week duty pattern, consisting of one 24-hour duty for a 7-day period (Monday to Monday), followed by two weeks of working for nine hours per day flexibly (Monday to Friday). You may also need to work evenings and weekends, as required, and an Area Commander should be available for recall to duty at any reasonable time.

When rostered as 'duty AC', the postholder must be available for immediate operational response within the Service area. At other times, Area Commanders will work as required by their role within the Service.

Appendix continued

Person Specification

Requirements	Essential or Desirable	Identified by
Qualifications and Training		
Hold or have previously held an operational assessment pass at Incident Command Level 3	Essential (may be undertaken as part of the selection process)	Application, Selection process
Ability to pass an Incident Command assessment at Level 4	Essential	Incident Command Assessment if required
A professional management and leadership qualification (Level 5 or above) or equivalent	Essential	Application, Qualification certificate
Evidence of continued professional development at senior officer level	Desirable	Application
Ability to pass a professional management and leadership qualification level 7 following appointment	Essential	N/A
A Health & Safety qualification or equivalent experience appropriate to the role	Essential	Application, Qualification certificate if applicable
A Fire Safety qualification or equivalent knowledge and experience appropriate to the role	Desirable	Application, Qualification certificate if applicable
Be a Member of the Institution of Fire Engineers	Desirable	Application, Qualification Certificate
Experience		
As a current UK Local Authority competent Group Commander or above	Essential	Application, References
Experience of effective operational command at large and complex incidents within a multi-agency setting (Silver and Bronze level) and/or within a Local Resilience Forum	Essential	Application, Selection process
Experience of working successfully as part of a team, building and maintaining collaborative relationships with peers, managers and partners	Essential	Application, Selection process

Appendix continued

Person Specification continued

Requirements	Essential or Desirable	Identified by
Experience of managing the performance of diverse teams and individuals, setting and monitoring objectives	Essential	Application
Significant experience of delivering cultural and technical change and improvements	Desirable	Application, Selection Process
Experience of strategic planning and delivery, as well as developing strategic documents	Desirable	Application, Selection Process
Knowledge and Understanding		
A clear understanding of the cultural issues facing the sector and knowledge of equality, diversity and inclusion in relation to HWFRS as an employer and service provider	Essential	Selection Process
Knowledge of specific legislation applicable to the Fire and Rescue Service in relation to Health & Safety, Fire Safety and FRS operations	Essential	Selection Process
Up to date knowledge of Fire and Rescue Service developments including the work of the NFCC	Essential	Selection Process
Significant knowledge of the principles and practical application of project and programme management and budgetary management	Desirable	Application, Selection process
Demonstrate an understanding of and commitment to the Fire Service Core Code of Ethics	Essential	Selection Process
Demonstrate an understanding of and commitment to the national Fire and Rescue Service Leadership Framework for a Strategic Manager	Essential	Selection Process

Appendix continued

Person Specification continued

Requirements	Essential or Desirable	Identified by
Skills and Abilities		
Well-developed verbal and written communication skills with the ability to articulate complex issues and information to a wide range of audiences in various methods	Essential	Application, Selection Process
Ability to positively impact on organisational culture by championing leadership throughout the organisation	Essential	Selection Process
Ability to effectively manage demanding and competing priorities	Essential	Selection Process
Demonstrates a commitment to quality in public service in regards to efficiency and accountability	Essential	Selection Process
Achieve and maintain the required skills and fitness levels to meet operational requirements	Essential	Fitness Test
Achieve the required medical standards to meet operational requirements (subject to reasonable adjustments under the Equality Act 2010 where appropriate)	Essential	Medical
Hold and maintains a current full UK driving licence and ability to pass and undertake emergency response driving	Essential	Application, Driving Licence Check



Interested candidates are welcome to meet or discuss the role with CFO Jonathon Pryce KFSM and arrange a visit to HWFRS. This can be arranged by emailing Lisa Colenutt: colenutt@hwfire.org.uk

If you have any questions regarding the recruitment process or your application form, please contact our Recruitment team via email: recruitment@hwfire.org.uk