

Assistant Chief Fire Officer Recruitment Pack

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DISCOVER YOUR FUTURE IN NORTHUMBERLAND

Assistant Chief Fire Officer - Salary £103,333 (NCC Band 16)

(Please note senior officer salaries are appointed to specific spot point within salary band, with no automatic incremental progression).

Thank you for your interest in our recent advert. Within this information pack you will find details of the role and the selection process to assist you in completing and tailoring your application. In order to apply you should submit an application via nland.cc/ACFONorthumberland.

No CV's will be accepted. Applications must be received by noon on 12 January 2024.

We are looking for an outstanding individual to lead at Assistant Chief Fire Officer level to shape our future and ensure we really are a Fire and Rescue Service that puts our residents first and that ensures that we are a council that works for everyone.

Bordering four counties and an outstanding North Sea coastline of more than 100km, England's northernmost county is an area of unsurpassed rural natural beauty, steeped in history and heritage covering an area of 5000 square kilometres.

Northumberland Fire and Rescue Service provides operational fire services to the county focusing on prevention, education and collaborative working with other emergency and public services.

Northumberland County Council is on an extensive transformation journey and as a key member of the Senior Leadership Team, this is an opportunity to be a part of this and set and deliver key priorities in one of the largest geographical counties in the UK.

We are proud to call ourselves the place for prosperity and innovation and we are a county that boasts international leaders in industry, investment-ready locations, welcoming communities, a rich history and proud heritage, and globally significant tourist attractions, culture and landscapes.

Recently we have seen some tremendous developments which have cemented our position as a council that delivers. A devolution deal for the North of Tyne Combined Authority (comprising of Northumberland, Newcastle and North Tyneside Councils) has brought a raft of additional funds and powers to the county.

We've also secured a £345m Borderlands Inclusive Growth Deal which brings together the Government, partners and the five cross-border local authorities. It is an exciting time for change in Northumberland, and our ambition for growth reflects this.

To match our ambition, we're seeking to enhance our senior team by appointing an individual who can continue to deliver a bright future for the county and drive forward our fire and rescue service.

This pack should provide you with the relevant information you need to make an application, however if you require further information or wish to discuss any aspect of the advertised role, please contact us for an informal professional discussion using the following details:

- Mr Jim McNeil, Deputy Chief Fire Officer on 07890 265377 or james.mcneil@northumberland.gov.uk

If you feel that you have the drive and appetite to join our team on this exciting journey, we would welcome an application from you.



Councillor Gordon Stewart
Cabinet Member for
Looking after our Communities



Graeme Binning
Chief Fire Officer

Northumberland County Council is seeking to appoint to a key leadership post within Northumberland Fire and Rescue Service. We are looking for an exceptional leader who will provide strategic direction, leadership and management of allocated Fire & Rescue and County Council functions relating to Fire and Rescue Services and wider Directorate in relation to Service Delivery, particularly Community Risk and Response, Prevention, Protection and Civil Contingencies.

The postholder will provide professional advice to the Chief Fire Officer and Chief Executive of the County Council including colleagues, partners and members on all Fire & Rescue policy and strategy, ensuring all relevant strategic plans, policies and legislative requirements are designed, developed and implemented effectively.

Working with local, regional and national partners, the postholder will form strong networks to maximise joint resources to apply best practice in shaping and delivering activities as well as leading on specific programmes.

You will ensure that robust and effective arrangements are in place to develop, implement and review strategic plans, policies and processes. Working closely with the Chief Fire Officer, and Deputy Chief Fire Officer the successful candidate will maximise the Council's role in finding ways of delivering services which provide best value for money.

Being able to operate at a strategic level is essential as is the ability to influence and work collaboratively with partners both public and private. With extensive experience of working in a large organisation, you may be an experienced Area Manager or Assistant Chief Fire Officer seeking to enhance your career within a beautiful county which offers both thrilling landscapes but also professional opportunities.

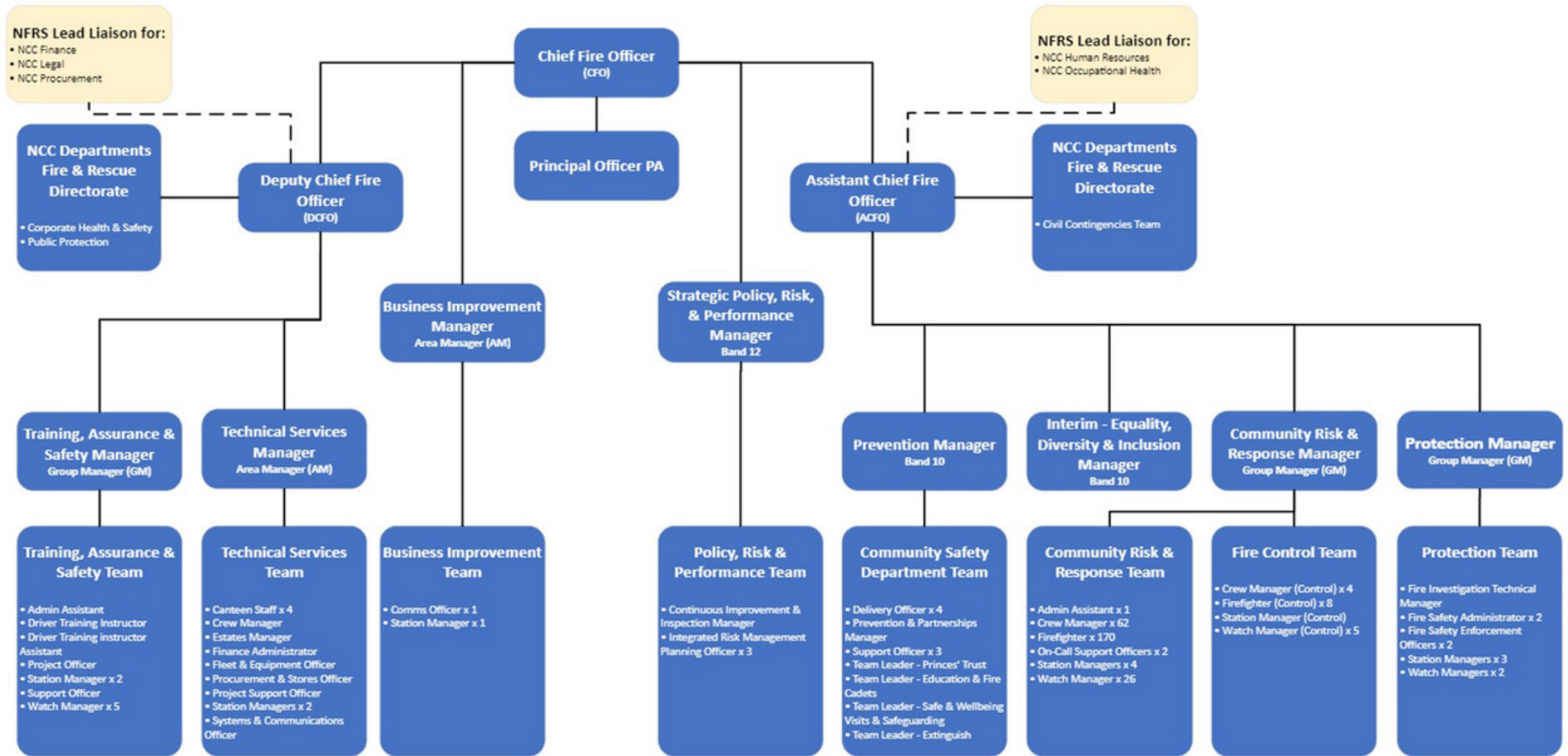
You will be part of the Principal Officer team working to ensure that residents within the County of Northumberland have a Fire and Rescue Service which is of the highest quality, ambitious and sustainable.

The postholder will form part of the NFRS Principal Officer rota and therefore will be required to provide a permanent base within the County of Northumberland to fulfil this commitment.

Candidates will be expected to demonstrate excellent leadership qualities and be able to lead, delegate and empower others at a strategic level.



Northumberland Fire and Rescue Structure Chart



Senior Management Core Competencies

Working with Partners:

- Work collaboratively across services and departments to deliver corporate excellence
- Work collaboratively with external partners to deliver excellent service
- Seek opportunities for partnership working at a local, regional, national and European level
- Clarify expectations, objectives and working arrangements of partnerships
- Contribute effectively to multi-partner projects

Serving Our Communities:

- Promote the community plan
- Seek and act on feedback from the community
- Influence service and corporate plans to reflect community needs
- Develop, deliver and improve access to services based on an awareness and understanding of the diverse community
- Promote equality of opportunity in service delivery

Working within the Political Arena:

- Understand and actively support the role of councillors
- Understand and actively support the democratic process within Northumberland County Council
- Recognise the impact of government and legislation on council strategy and services
- Consult, support and keep councillors informed

Delivering Excellence:

- Understand how corporate performance is measured
- Monitor and evaluate services in relation to objectives and performance indicators
- Establish a culture that embraces the agreed vision and values
- Be positive ambassadors for the organisation
- Contribute to strengthening corporate leadership capacity
- Identify opportunities where organisational performance could be improved

Focusing on the Future:

- Scan the external environment, look ahead, assess strategic options and develop the Council in the medium and long term
- Lead the development and implementation of corporate policy at strategic level
- Challenge what we do and how we do it
- Influence relevant national and regional organisations and partners
- Connect plans, policies, strategies and services to provide consistent service delivery
- Generate innovative ideas
- Translate strategy into action
- Consider the implications of decisions across the council and act in the overall interests of Council performance

Building Shared Visions and Values:

- Scan the internal environment and engage with employees in compelling visions of the future
- Create an environment in which a culture embracing our Vision and Values can thrive
- Involve all stakeholders in building a vision for the future
- Have a clear picture of the direction of the organisation is taking and communicate it with insight, energy and vision
- Translate the Council vision into practical and achievable plans

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface
- Operate with others as a cohesive managerial team
- Create time with staff and other managers for discussion about their development rather than fire-fighting
- Coach and mentor staff and other managers
- Lead, delegate and empower others at a strategic level
- Identify and develop potential senior managerial successors

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action
- Proactively steer internal change
- Proactively manage the exchange of information between the public and the organisation
- Consider the resource implications of change
- Anticipate and respond to emotional and morale issues brought about by change
- Monitor and evaluate the change process to ensure aims are met

Our Values



People First

We provide services to our people (residents, colleagues, members, partners, visitors and businesses) through lasting, genuine relationships that make a positive difference to their lives and their communities. We listen and understand our people's needs and put them at the heart of our decision making.



Excellence

We strive for the highest quality delivery of our services. This means being accountable for our actions and delivering on our commitments. We share and celebrate what works, are open and learn from what doesn't and take pride in continually improving.



Resilience

We have robust controls, practices and support in place to protect our residents, our colleagues and our communities and empower them to thrive and live well. We are committed to acting sustainably in order to drive the right impact, over the long term, whilst ensuring best value for money.



Respect

We are committed to building a trusting, caring and supportive environment for all our colleagues and communities. That means we are there for each other, act with empathy, value differences and encourage others to express themselves in order to collectively achieve our common goals. We treat others as they would wish to be treated.

Interview arrangements and provisional timetable

The indicative timetable is as follows:

Advert open: 15 December 2023

Closing date for applications: noon 12 January 2024

Notification to applicants: w/c 15 January 2024

Online testing: w/c 15 January 2024

Assessment Centre: w/c 29 January 2024 (including formal interviews)

Preferred Candidate Notified: w/c 5 February 2024

Appointment Made: February 2024 (Pending Staff & Appointments Committee approval)

Relevant Documentation and Information

Job description and Person Specification can be found at nland.cc/ACFONorthumberland
Working for Northumberland County Council www.northumberland.gov.uk/About/Working-for-Northumberland-County-Council.aspx
Northumberland Fire and Rescue Service: www.northumberlandfireandrescue.gov.uk

Additional Information/Appointment Arrangements

Rate of Pay

The rate of pay relates to NCC Senior Pay Grades that are remunerated as spot point salaries. Unless stated otherwise, all other Terms & Conditions will be the National Joint Council for Brigade Managers of Fire and Rescue Services Gold book, which are locally determined as supplemented by policies of the Council.

Applications

All candidates must complete a Northumberland County Council application form. This is available via the job posting on nland.cc/ACFONorthumberland

Applications must be received by noon on 12 January 2024.

Employment References

Please include name, address and telephone number of two referees. Candidates should state their relationship with each referee. Employment references will be taken up for the successful candidate only. If candidates wish to be advised before we contact their referees, this should be indicated clearly beside their names.

Evidence of qualifications

Candidates will be required to bring evidence of their qualifications to the assessment day if shortlisted.

Health Screening

The preferred candidates following the shortlist interview will be required to undergo pre-employment health screening.

Occupational Health

The successful applicant will need to satisfy the requirements of the role (including any physical capacity to undertake operational incident command requirements). Any offer of employment will be subject to passing occupational health clearance.

Disclosure and Barring Service Check

Due to the nature of these posts, they are exempt from the Rehabilitation of Offenders Act 1974 and convictions, whether spent or unspent, must be declared.

Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

Candidates must be eligible to work in the UK. The successful candidates will be required to provide original evidence of his/her eligibility to work in the UK. Further guidance will be made available to short-listed candidates.