

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

EXECUTIVE COMMITTEE

18TH MAY 2009

1. POST OF DEPUTY CHIEF FIRE OFFICER

Report of the Clerk and Chief Fire Officer.

RECOMMENDED:

- 1.1 That the arrangements being made for the recruitment of the Deputy Chief Fire Officer be endorsed;
- 1.2 That approval be given to the job description and person specification as set out in Appendix 1 together with the terms and conditions for the post.
- 1.3 That the Chief Fire Officer submit a further report informing the Authority of the Senior Management Structure to a future meeting.

2. PURPOSE

To advise the Authority recruitment process to appoint a new Deputy Chief Fire Officer following the appointment of the previous Deputy Chief Fire Officer as Chief Fire Officer.

3. REPORT DETAILS

- 3.1 Members will be aware that the previous Deputy Chief Fire Officer was recently appointed to the post of Chief Fire Officer with effect from 17th March 2009. This now leaves a vacancy for the post of Deputy Chief Fire Officer.
- 3.2 A job description, person specification and terms and conditions for the post are set out in Appendix 1. The appointment will be made by the Authority's Appointments Committee.

- 3.3 An indicative timetable is attached as an Appendix 2 to this report.
- 3.4 The Chief Fire Officer has made interim changes to the Senior Management Team by the redistribution of duties. This will result in the deletion of a post of Assistant Chief Fire Officer, this will leave four uniform principal officer level posts, this is the minimum required to staff the operational rota.
- 3.5 A report on the new structure will be made to the Fire Authority.

4. **EQUALITY IMPACT ASSESSMENT**

In preparing this report an initial Equality Impact Assessment is not required and has not been carried out. The matters contained in this report do not relate to a policy change.

5. **LEGAL IMPLICATIONS**

The Fire Authority is obliged to make arrangements for the effective and efficient running of the Fire and Rescue service within its geographical area.

6. **FINANCIAL IMPLICATIONS**

The costs of the recruitment of the Deputy Chief Fire Officer will be met from existing budgets.

SUSAN PHELPS
CLERK

VIJ RANDENIYA
CHIEF FIRE OFFICER

Appendix 1

WEST MIDLANDS FIRE SERVICE

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

JOB DESCRIPTION

<u>DEPARTMENT</u> Principal Officers		<u>SECTION</u>
<u>JOB REF.</u>	<u>JOB TITLE</u> <u>DATE</u>	<u>GRADE</u>
	Deputy Chief Fire Officer April 2009	DCFO

JOB PURPOSE

To take executive responsibility for such references as may be allocated by the Chief Fire Officer and to contribute to the direction and corporate management of the Organisation and to deputise for the Chief Fire Officer when required.

MAIN DUTIES AND RESPONSIBILITIES

- (a) To support the Chief Fire Officer in advising West Midlands Fire and Rescue Authority on the discharge of its statutory responsibilities in the provision of an efficient and effective Fire Service.
- (b) To be responsible for the formulation, presentation and monitoring of policy matters as designated by the Chief Fire Officer. To be capable of assuming executive responsibility for any corporate function in order to provide the Organisation with optimum flexibility.
- (c) To assist the Chief Fire Officer in providing strategic direction and leadership to the Organisation in pursuit of being a modern, flexible and influential Fire Service.

- (d) To have corporate responsibility for the preparation, implementation, monitoring and review of the Fire Authority's strategic management and corporate planning processes.
- (e) To have corporate responsibility for the efficient day to day running of the Organisation.
- (f) To have corporate responsibility that the Organisation provides a flexible and integrated strategy for service delivery and to be responsible for the effectiveness of the Organisation's operational preparedness and its performance.
- (g) To ensure that the Organisation provides an equitable level of service provision to all members of the community and that the organisation operates within a culture which embraces fairness and equality.
- (h) To ensure that the Organisation operates within a safety culture to fully meet health and safety expectations and requirements.
- (i) To ensure the efficient use of resources and to achieve continuous improvement in service provision.
- (j) To liaise and collaborate, as appropriate, with other organisations, including the metropolitan districts, other emergency services and other Fire Services and to represent and promote the work of the Authority as required.
- (k) To represent the Chief Fire Officer at ceremonial and civic events as may be required from time to time.
- (l) As a member of the Corporate Board of West Midlands Fire Service to contribute to the strategic direction and corporate leadership of the Organisation.
- (m) To attend and take command of operational incidents as appropriate.
- (n) To undertake such other duties commensurate with the grade of the post as may be required.

QUALIFICATIONS/EXPERIENCE

See Person Specification.

SUPERVISORY RESPONSIBILITY

Direct line management responsibility for some or all of the Directors within the organisation.

SUPERVISION RECEIVED

Chief Fire Officer.

CONTACTS

Elected Members. All levels of uniformed and non-uniformed employees. Members of the public. All levels of employees and political representatives of other Authorities, Fire Services, Government Departments and outside bodies. Managing Directors, Chief Executives and other decision makers of commercial and industrial companies.

SPECIAL CONDITIONS (if applicable)

Essential Car User/Car Leasing Scheme.
Continuous Duty System.

This is a politically restricted post under the Local Government and Housing Act 1989.

This job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. In addition, members of staff are liable to serve at any of the Fire Service's places of employment as may be required.

For internal use only:	Initial	Date	
Date		April 2009	
Checked JE			
Checked Personnel			

Post No.	DCFO
Ref. No.	JD & PS/DCFO
Version No.	

WEST MIDLANDS FIRE SERVICE

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

PERSON SPECIFICATION

DEPARTMENT	Principal Officers	SECTION	
<u>JOB REF.</u>	<u>JOB TITLE</u>	<u>GRADE</u>	<u>DATE</u>
	Deputy Chief Fire Officer	DCFO	April 2009

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. QUALIFICATIONS	Relevant management qualification e.g. MBA or equivalent.	Membership of the IFE.	CV.
2. EXPERIENCE	Proven relevant leadership experience. A track record of delivering strategic change and improved performance in a large organisation. Political awareness. Understanding of environmental issues affecting the Fire Service. Understanding of risk management issues facing the Fire Service, including Integrated Risk Management.	Experience of working in urban multi-cultural areas. Experience at senior managerial level in the leadership of several specialist departments, e.g. Human Resources, Technical Services, Operational Support, Finance and Administration.	CV. References. Interview.
3. TRAINING	Successful completion of an executive leadership programme. Operational command. Dealing with the media. Implementing equality and diversity.	People management procedures.	CV.

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
4. SPECIAL KNOWLEDGE	<p>An understanding of national trends and developments within the Fire Service.</p> <p>Understanding of the issues underlying recent national fire service related reports.</p> <p>Political awareness.</p> <p>Understanding of the political governance arrangements in place within Fire Services.</p>	<p>Awareness of international Fire Service developments and best practice.</p> <p>Knowledge of the policy concerns of the major national political parties insofar as they potentially affect the Fire Service and its future development.</p>	<p>CV.</p> <p>Interview.</p> <p>Presentation.</p>
5. DISPOSITION	<p>Inclusive, consultative management style, allied to decisiveness and firmness of purpose. Self-motivated.</p> <p>Prepared to take responsibility and make decisions on major issues affecting the service.</p> <p>Customer orientated.</p> <p>Able and prepared to lead by example.</p>		<p>Interview.</p> <p>References.</p> <p>Personality profile.</p>
6. PRACTICAL AND INTELLECTUAL SKILLS	<p>Ability to analyse legislation, case law decisions and other external forces upon the organisation and to translate the implications of these into policy at the local level. Able to analyse and interpret complex data and to write reports on major change issues. Highly developed leadership skills.</p> <p>Excellent communication and interpersonal skills.</p> <p>Able to plan and meet deadlines.</p>	<p>Familiar with and able to use the standard Information and Communications Technology packages, e.g. spreadsheets, email, PowerPoint or similar.</p>	<p>Interview.</p> <p>References.</p> <p>Presentations.</p> <p>Ability tests.</p>

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
7. LEGAL REQUIREMENTS	<p>Politically restricted post under the Local Government and Housing Act 2009.</p> <p>Compliance with the Fire Authority's policy on the membership of external organisations</p>		

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Date		April 2009		
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Terms & Conditions for Deputy Chief Fire Officer

Job Title: (i)

The title for the job is Deputy Chief Fire Officer. The duties the job entails are set out in the attached job description. The job description may from time to time be amended by the Authority and, in addition to the duties set out in it, you may at any time be required to undertake additional or other duties as necessary to meet the needs of the Service.

Salary: (ii)

The current salary for the role of Deputy Chief Fire Officer is £128,000 per annum. Increases in the salary rate are determined by agreements made by the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services. All other decisions about the level of pay and remuneration to be awarded will be taken by the West Midlands Fire and Rescue Authority, who will annually review the salary level.

Hours of Duty: (iii)

Your hours of duty will be as required and, other than in exceptional circumstances, either the Chief Fire Officer or the Deputy Chief Fire Officer should be available on call within the geographical area covered by the West Midlands Fire Service at any one time.

Place of Residence: (iv)

In order to fulfil the operational responsibilities of this post, you will be required to reside at an address acceptable to the Authority within the geographical area covered by the West Midlands Fire Service. The Authority will assist you by reimbursing your removal and lodging expenses up to a maximum of £25,000.

Place of Work: (v)

Your normal place of work will be West Midlands Fire Service Headquarters, but the Authority shall be entitled to require you to work at other of its establishments, whether on a temporary or

permanent basis, as it may from time to time direct. The Headquarters address is 99 Vauxhall Road, Birmingham, B7 4HW.

Training: (vi)

During your service, you will be required to undertake any training or attend any training courses deemed necessary to meet the requirements of the rank you hold. This may include training at any Authority establishment or at any external venue which may be outside of the West Midlands area, including the Fire Service College.

Leave: (vii)

Your annual leave year will run from 1st January to 31st December. Your full paid annual leave entitlement is 35 days, plus public holidays or days in lieu thereof. This includes the number of days of statutory annual leave to which you are entitled under the Working Time Regulations. During the current leave year, your entitlement will be a due proportion of this. Payment is not normally made in lieu of leave not taken, other than for any statutory annual leave to which you are entitled and which has not been taken at the termination of this contract.

Sickness: (viii)

The granting of sick pay is conditional upon your compliance with the Authority's requirements in regard to notification and certification of sickness.

Period of Notice: (iv)

Your employment may be terminated at any time:-

- (a) by the Authority – by giving you three calendar months notice.
- (b) by you – by giving the Authority three calendar months notice.

Private Work: (x)

You will be required to devote your whole-time service to the work of the Authority and shall not take up any other additional appointment, trade or business for hire or gain without the consent of the Authority. You will also be required to consult the Authority on any other external office or appointment offered as a result of holding this appointment or otherwise and shall not accept such offers without the express permission of the Authority.

Discipline & Grievance: (xi)

The Discipline and Grievance procedures which will be applicable to you during your employment are available for reference from the Director Human Resources. Should you consider at any time that you have a grievance relating to your employment, you should raise the matter with the Authority.

Equal Opportunity: (xii)

As an employee of the West Midlands Fire and Rescue Authority, you will be required to actively pursue all of the Authority's policies, including those on Equal Opportunities and Race Relations, and to undergo any training associated with this.

Health and Safety: (xiii)

The promotion of Health and Safety measures is a mutual objective between the Authority and employees at all levels. The Authority will, as far as is reasonably practicable, safeguard the physical and mental wellbeing of all employees whilst at work.

Appendix 2

POST OF DEPUTY CHIEF FIRE OFFICER

<u>Stage</u>	<u>Suggested Dates</u>
Applications close	29 th May
Shortlisting meeting	Wk beg 8 th June
Assessment Centre and final interviews (2 days)	Wk beg 15 th June