

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

EXECUTIVE COMMITTEE

2ND MARCH 2012

1. POSTS OF ASSISTANT CHIEF FIRE OFFICER

Joint report of the Clerk and Monitoring Officer and Chief Fire Officer.

RECOMMENDED

- 1.1 THAT approval is given to commence the recruitment and selection process to the vacant posts of Assistant Chief Fire Officer.
- 1.2 THAT approval is given to the job descriptions and person specifications as set out in Appendix 1.
- 1.3 THAT the Chief Fire Officer submits a report to a future meeting of the Authority regarding the remaining structure of the Principal Officer team.

2. PURPOSE OF REPORT

This report is submitted to obtain the approval of the Executive Committee to commence the recruitment and selection process to appoint to the vacant Assistant Chief Fire Officer positions.

3. BACKGROUND

- 3.1 Members of the Authority were informed at their meeting on 19 September 2011 that the Deputy Chief Fire Officer was due to retire with effect from 30 September 2011. The post was subsequently advertised however due to the limited number of applications received members of the Principal Officers Staffing Committee resolved to suspend the selection process.

- 3.2 Additionally, following the decision taken in 2010 by Members not to appoint substantively to the two vacant positions of Assistant Chief Fire Officers, Area Commanders Dave Walton and Phil Loach were selected to act up to cover the positions. Phil Hales, Area Manager, Cheshire Fire and Rescue Service has also been seconded into the post of Temporary Assistant Chief Fire Officer with effect from 1 October 2011. These arrangements have been subject to regular review.
- 3.3 Members will be aware that the Chief Fire Officer is currently undertaking a review of the size and structure of the Principal Officer team. It has been determined as part of this review that there remains a requirement for the two posts of Assistant Chief Fire Officer to be filled.
- 3.4 The job descriptions and person specifications for the posts are set out in Appendix 1. The appointment will be made by the Authority's Principal Officers Staffing Committee. Subject to approval by the Executive Committee a timetable for the recruitment and selection process will be determined.
- 3.5 As stated above a report on the proposed structure of the Principal Officer team will be made to the Fire Authority. The team currently consists of the following posts:
- Chief Fire Officer
 - Deputy Chief Fire Officer
 - Assistant Chief Fire Officer – Operations
 - Assistant Chief Fire Officer – Technical and Operational Support
 - Director of Finance and Procurement
 - Director of Corporate Service
 - Director of Human Resources
- 3.6 The size and structure of the Principal Officer team is comparable with other metropolitan Fire and Rescue Services. However, as part of the Building upon Success programme it is felt appropriate to review the roles and structure of the team as the first part of a wider review into the management roles across the organisation. It is anticipated that savings will be identified from the revised Principal Officer structure and that further savings will be identified from other senior management positions as part of the wider general management review.

- 3.7 The Terms of Reference for the Executive Committee includes the provision for the Committee to deal with all matters of an urgent nature which in the opinion of the Clerk/Monitoring Officer cannot reasonably be delayed until the next ordinary meeting of the Authority or appropriate Committee.

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 Assistant Chief Fire Officer posts will be met from existing budgets.

BACKGROUND PAPERS

Human Resources Department files
Report to the Executive Committee – 7 June 2010
Minute 60/11 – Fire Authority Meeting held on 10 September 2011
Report to the Executive Committee – 10 October 2011

NEERAJ SHARMA
CLERK AND MONITORING OFFICER

VIJ RANDENIYA
CHIEF FIRE OFFICER

WEST MIDLANDS FIRE SERVICE

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

JOB DESCRIPTION

DEPARTMENT Principal Officer Team

SECTION Operations

<u>JOB REF.</u>	<u>JOB TITLE</u>	<u>GRADE</u>	<u>DATE</u>
	Director Operations	ACFO	April 2010

JOB PURPOSE

To provide strategic leadership within the functional area and as a part of the Corporate Board (CB) to enable the delivery of a high performing fire and rescue service.

To lead the Operations staff by creating a culture of; public service, innovation, appropriate risk taking, and individual accountability and professional responsibility at all levels.

To deliver the effective and efficient reduction of risk within the communities for which the Fire Authority has responsibility through the development of strategies and support systems related to the post's policy areas as defined in this Job Description.

MAIN DUTIES AND RESPONSIBILITIES

- (a) Support the Fire and Rescue Authority (FRA) and the Chief Fire Officer in developing and delivering high performing effective and efficient services and fulfilling the Service's statutory duties.
- (b) As a member of the CB to take professional responsibility for the functional area and contribute to effective decision making by the CB through informed discussion and professional challenge.
- (c) In collaboration with CB members lead the development and implementation of the Service's objectives, strategies and plans.
- (d) To lead the management of corporate risk that is directly related to the post and as a member of the Corporate Board.
- (e) Support the implementation of Service's Equality and Diversity Strategy and Core Values having particular regard for work place culture and service delivery.

- (f) Ensure that; the post's policy responsibilities are delivered efficiently, budgets are appropriately managed, value for money is delivered and that the relationship between; risk resource, cost and performance for all activities within Operations is understood.
- (g) To lead the creation of a culture of evaluation, organisational learning and improvement within Operations.
- (h) To lead the development and implementation of change through work with staff and the representative bodies.
- (i) To lead the performance and development of individuals and teams within Operations using the principles and tools of the Integrated Personal Development System, including effective application of Individual Performance Development and Review.
- (j) To provide leadership to the Operations Directorate and the wider organisation and create an environment in which all staff embrace individual accountability and professional responsibility as an essential component of delivering high quality services.
- (k) To provide Gold and Silver command at emergency incidents.
- (l) To provide Gold and Silver Command representation as a part of structures established under the Civil Contingencies Act.
- (m) In liaison with other CB members ensure that the Service's support departments, sections and staff co-ordinate their efforts to focus upon and effectively support service delivery functions.
- (n) To be an ambassador for West Midlands Fire Service and the work of the fire and rescue sector at local, regional, national and international levels through the media, presentations and by other means.
- (o) To influence within the fire and rescue sector and other sectors as necessary in pursuit of the aims and objectives of WMFS.

Post Specific Responsibilities

General

To lead the creation of user requirements that enable support functions to provide the necessary systems/processes for the policy areas related to the post e.g. information systems, attendance management policy, and which enable high quality value for money services to be provided.

To ensure that the development and delivery of the work of the Service is shaped through community involvement.

To increase the capacity of the service through the use of volunteering and acquisition of additional funding.

Community Safety

Lead the development and implementation of intelligence led policy and strategy that enables the delivery of effective, economical and efficient targeted prevention services in areas such as:

- Safety in the Home
- Arson and Antisocial Behaviour
- Road Safety
- Children and Young People
- Health and Well being

Lead the development and specification of assets related to service provision within this policy area including; fire stations, the Red Hot Education Station, Safeside.

To lead the development of policy and strategy under equalities legislation related to service provision.

Collaborate with the Director Technical and Operational Support and the Head of the Strategic Planning Improvement Risk Team to specify risk analysis work to inform decision making related to the policy areas of the post.

Community Safety - Local Authority and Partnership Working

Lead the development and implementation of policy and strategy that enables the FRA to fulfil and exploit opportunities provided under legislation, regulation and guidance concerning partnership working with local authorities and other statutory and non-statutory partners.

To develop personal and professional relationships which enable the delivery of services in partnership and for the benefit of the public.

Emergency Response and Resilience

To ensure that Firefighters and other watch based staff are safe and effective in their emergency response work through:

- individual and team development activity
- the implementation of the risk information systems operated by the Service
- collaboration with the Dir Technical and Operational Support in the creation and delivery of an exercise and training programme.

- debrief and the inter-change of information between Operations and support functions

Lead the operation of the Technical Rescue Station.

Workforce Planning and Resource Deployment

To collaborate with the Director Human Resources in the discharge of shared responsibilities related to workforce planning.

To lead the work of the Operational Support Group and ensure that staffing levels for emergency response personnel are effectively managed.

Business Continuity

In collaboration with CB members ensure that the Service implements its business continuity planning arrangements.

Performance Management

To lead the development and implementation of the Service's performance management systems within Operations including Individual Performance Development and Review

To lead the development and implementation of the service reviews related to the policy responsibilities of the post to include public satisfaction surveys.

To contribute to the development and implementation of the Services' Assurance Framework.

To report performance matters to the CB and Fire Authority as necessary.

Project and Programme Management

To lead the delivery of projects and programmes as necessary.

Metropolitan Districts

Provide support and guidance to one or more of the Operations Commanders. Maintain relationships with Local Authority politicians and officers, public sector, business and voluntary sector leaders by developing partnerships that promote and support the work of the Service.

SUPERVISORY RESPONSIBILITY

The Operations Department (this includes Operations Commands and Community Safety)

SUPERVISION RECEIVED

Reports to Deputy Chief Fire Officer

CONTACTS

WMFS employees,
Fire Authority Members,
Other Fire Authorities,
Local and national government departments,

RRF and LRF partners,
Public sector, private sector and voluntary organisations,
Representative bodies

SPECIAL CONDITIONS (if applicable)

Essential car user

Continuous Duty System

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

Reside within the West Midlands Fire and Rescue Authority area.

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.

<u>For internal use only:</u>	Initial	Date		
Date		Apr 2010		
Checked JE				
Checked Personnel				

Post No.	FS*
Ref. No.	JD & PS/ACO Ops 2010
Version No.	1

WEST MIDLANDS FIRE SERVICE

WEST MIDLANDS FIRE AND RESCUE AUTHORITY

PERSON SPECIFICATION

DEPARTMENT	Operations	SECTION	
<u>JOB REF.</u>	<u>JOB TITLE</u>	<u>GRADE</u>	<u>DATE</u>
	Director Operations	ACFO	April 2010

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. QUALIFICATIONS	<p>Relevant management qualification e.g. MBA or equivalent.</p> <p>Valid Driving Licence.</p>	<p>Specialist Incident Command qualifications: Gold Command, e.g. Hazardous Materials, Fire Investigation.</p> <p>Specialist qualifications related to Fire Safety e.g. FSC courses, Fire Engineering etc.</p> <p>Other relevant qualifications e.g. Project Management, Performance Management, Risk Management.</p>	Application Form
2. EXPERIENCE	<p>Experience of strategic management within a Fire Service.</p> <p>Experience of leadership and management of service delivery and service support at station, sectional and departmental level. This should include emergency response and legislative fire safety.</p> <p>Experience of emergency incident command at both strategic and tactical levels.</p> <p>Experience of leading</p>	<p>Experience of leading and managing a range of functions outside emergency response and fire safety e.g., Training, Performance Management.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

	<p>change management at departmental level and contributing significantly to change management at Brigade level.</p> <p>Evidence of effective project management and successful project delivery.</p> <p>Experience of working successfully with partners and multi agency groups at a strategic level eg: regional projects, national projects, risk reduction and community fire safety work.</p>		
3. TRAINING	<p>Operational Silver Command.</p> <p>Financial/Budget Management.</p> <p>Media and Communication Skills.</p> <p>Fire Safety.</p> <p>People Management.</p> <p>Data analysis skills and information handling.</p> <p>Investigation skills.</p>	<p>Operational Gold Command.</p> <p>Specialist operational skills training relating to Fire Investigation, Hazardous Materials incidents</p> <p>Performance Management.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
4. SPECIAL KNOWLEDGE	<p>Knowledge of the strategic issues affecting the West Midlands Fire Service at a national, regional and local levels</p> <p>Knowledge of best practice and contemporary developments relating to strategic management in the Fire Service</p> <p>Knowledge of the legislation and approved guidance relating to the employment and management of people</p> <p>Knowledge of the legislation relating specifically to the Fire Service and the services it delivers.</p>		Interview

5. CIRCUMSTANCES (PERSONAL)	Reside within the West Midlands Fire and Rescue Authority area.		Application Form
6. DISPOSITION	<p>Inclusive, proactive leadership and management style.</p> <p>The ability to take responsibility for decisions about major and risk critical issues.</p> <p>Ability to challenge.</p>		<p>Interview</p> <p>References</p> <p>Personality Profile</p>
7. PRACTICAL AND INTELLECTUAL SKILLS	<p>Excellent analysis and the ability to understand and communicate complex issues.</p> <p>A range of effective communication skills.</p> <p>The ability to be creative and deliver a strategic analysis.</p> <p>Highly developed leadership skills.</p>	ICT skills to allow use of standard ICT packages.	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Personality Profile</p>
8. LEGAL REQUIREMENTS	<p>Politically restricted post under the Local Government and Housing Act 1989.</p> <p>Required to undergo any necessary security clearance for tasks related to the post's responsibilities.</p>		
9. PHYSICAL SKILLS (if any)	Maintain health and fitness for work.		Medical

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WEST MIDLANDS FIRE SERVICE

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JOB DESCRIPTION

DEPARTMENT Principal Officer Team **SECTION** Technical and Operational Support

<u>JOB REF.</u>	<u>JOB TITLE</u>	<u>GRADE</u>	<u>DATE</u>
	Director Technical and Operational Support	ACFO	April 2010

JOB PURPOSE

To provide strategic leadership within the functional area and as a part of the Corporate Board (CB) to enable the delivery of a high performing fire and rescue service.

To ensure the effective and efficient reduction of risk within the communities for which the Fire Authority has responsibility through the development of strategies and support processes related to the posts policy areas defined in this Job Description

To lead the Technical and Operational Support (TOpS) staff by creating a culture of; public service, innovation, appropriate risk taking, and individual accountability and professional responsibility at all levels.

To ensure that staff of TOpS are focussed upon meeting the needs of Operations and other West Midlands Fire Service staff who provide services to the public and others.

MAIN DUTIES AND RESPONSIBILITIES

- (p) Support the Fire and Rescue Authority (FRA) and the Chief Fire Officer in developing and delivering high performing effective and efficient services and fulfilling the Service's statutory duties.
- (q) As a member of the CB to take professional responsibility for the functional area and contribute to effective decision making by the CB through informed discussion and professional challenge.
- (r) In collaboration with CB members lead the development and implementation of the Service's objectives, strategies and plans.
- (s) To lead the management of corporate risk that is directly related to the post and as a member of the CB.

- (t) Support the implementation of Service's Equality and Diversity Strategy and Core Values having particular regard for work place culture, equipment and systems specification and service delivery.
- (u) Ensure that; the post's policy responsibilities are delivered efficiently, budgets are appropriately managed, value for money is delivered and that the relationship between; risk resource, cost and performance for all activities within TOpS is understood.
- (v) To lead the creation of a culture of evaluation, organisational learning and improvement within TOpS.
- (w) To lead the development and implementation of change through work with staff and the representative bodies.
- (x) To lead the performance and development of individuals and teams within TOpS using the principles and tools of the Integrated Personal Development System including effective application of Individual Performance Development and Review.
- (y) To provide leadership to the TOpS Directorate and the wider organisation and create an environment in which all staff embrace individual accountability and professional responsibility as an essential component of delivering high quality services.
- (z) To provide Gold and Silver command at emergency incidents.
- (aa) To provide Gold and Silver Command representation as a part of structures established under the Civil Contingencies Act.
- (bb) In liaison with other CB members ensure that the Service's support departments, sections and staff co-ordinate their efforts to focus upon and effectively support service delivery functions.
- (cc) To be an ambassador for West Midlands Fire Service and the work of the fire and rescue sector at local, regional, national and international levels through the media, presentations and by other means.
- (dd) To influence within the fire and rescue sector and other sectors as necessary in pursuit of the aims and objectives of WMFS.

Post Specific Responsibilities

Emergency Response and Resilience

Lead the development and implementation of effective Emergency Response policies, strategies and system of work that fulfil the requirements of relevant legislation e.g. the Fire and Rescue Services Act, the Health and Safety at Work Act and the Civil Contingencies Act.

Ensure that the Service maintains appropriate plans to deal with emergency response incidents.

Lead the development and maintenance of effective collaboration with partners who are members of the Regional Resilience Forum, the Local Resilience Forum, other Fire and Rescue Services other emergency services and other agencies.

Lead the development and maintenance of effective command policies. Maintain effective Gold, Silver and Bronze Command procedures and resources including Operations Room facilities.

Lead the development and implementation of structures and standards for the emergency response Command Teams.

Implement an appropriate quality assurance and support programme to ensure that senior command officers are developed to carry out their roles effectively.

Deliver effective Fire Investigation and Research Services including collaboration with FRS partners and other agencies.

Command and Control System

Lead the provision of effective Command and Control system and staffing arrangements to allow the Service to be called to, attend and work effectively at emergency and non-emergency incidents.

Fire Safety

- (a) Ensure that the Service fulfils its duties and responsibilities under the Fire Safety order and other appropriate legislation.
- (b) Lead the development and implementation of effective Fire Safety enforcement and advice strategies.
- (c) To ensure that the development and delivery of the work of the function is shaped through community involvement as necessary.
- (d) Maintain effective working relationships with Local Authority and National enforcement agencies.
- (e) Lead the development and implementation of an effective risk based inspection programme.

Risk Analysis and Operational Intelligence

- (a) Lead the development and implementation of a risk analysis strategy to support the development and review of the Service's strategic objectives and plans.
- (b) Develop and maintain effective operational intelligence processes that support the Service in improving both its effectiveness and efficiency.
- (c) Support other CB members in the provision of risk analysis services to enable the discharge of responsibilities aligned to those posts.

Transport Engineering Workshops

Lead the development of user requirements for emergency response vehicles through collaboration with the Director Operations.

Lead the development and implementation of strategies related to transport and engineering services including the repair and maintenance of equipment and vehicles, and the discharge of related responsibilities.

To ensure that fleet availability is maximised having particular regard to the emergency response fleet.

To lead the creation and funding of the vehicle provision and replacement programme.

To consider options for the use of new technology in fleet and equipment

Equipment and Personal Protective Equipment

Lead the development of user requirements for emergency response equipment and personal protective equipment through collaboration with the Director Operations.

To contribute to the safe and effective operation of the Service through the provision of equipment and Personal Protective Equipment.

Lead the development and implementation of equipment maintenance and testing regimes.

Business Continuity

Lead the development and implementation for the Service of effective strategy and supporting processes to enable the discharge of responsibilities related to business continuity planning.

In collaboration with CB members ensure that the Service implements its business continuity planning strategy.

Workforce Planning and Resource Deployment

To collaborate with the Director Human Resources in the discharge of shared responsibilities related to workforce planning and resource deployment.

Health and Safety Strategy and Environment Strategy

Lead the development and implementation of the Service's Health and Safety strategies ensuring that the Service fulfils its duties and responsibilities under the Health and Safety at Work Act etc.

Lead the development and implementation of the Service's environment strategy.

Performance Management

To lead the development and implementation of the Service's performance management systems within TOpS including Individual Performance Development and Review

To lead the development and implementation of the service reviews related to the policy responsibilities of the post to include public satisfaction surveys.

To contribute to the development and implementation of the Services' Assurance Framework.

To report performance matters to the CB and Fire Authority as necessary.

Project and Programme Management

To lead the delivery of projects and programmes as necessary

Metropolitan Districts

Provide support and guidance to one or more of the Operations Commanders. Maintain relationships with Local Authority politicians and officers, public sector, business and voluntary sector leaders by developing partnerships that promote and support the work of the Service.

SUPERVISORY RESPONSIBILITY

Technical and Operational Support Department

SUPERVISION RECEIVED

Reports to the Deputy Chief Fire Officer

CONTACTS

Elected members, Fire Authority staff, representatives of local and national government departments, partnerships with other Fire Authorities, public sector, private sector and voluntary sector organisations.

SPECIAL CONDITIONS (if applicable)

Essential car user

Continuous Duty System

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

Reside within the West Midlands Fire and Rescue Authority area.

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.

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PERSON SPECIFICATION

DEPARTMENT	Principal Officer Team	SECTION	Technical & Operational Support
<u>JOB REF.</u>	<u>JOB TITLE</u>	<u>GRADE</u>	<u>DATE</u>
	Director Technical & Operational Support	ACFO	April 2010

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
1. QUALIFICATIONS	<p>Relevant management qualification e.g. MBA or equivalent.</p> <p>Valid Driving Licence.</p>	<p>Specialist Incident Command qualifications: Gold Command, e.g. Hazardous Materials, Fire Investigation.</p> <p>Specialist qualifications related to Fire Safety e.g. FSC courses, Fire Engineering etc.</p> <p>Other relevant qualifications e.g. Project Management, Performance Management, Risk Management.</p>	Application Form

<p>2. EXPERIENCE</p>	<p>Experience of strategic management within a Fire Service.</p> <p>Experience of leadership and management of service delivery and service support at station, sectional and departmental level. This should include emergency response and legislative fire safety.</p> <p>Experience of emergency incident command at both strategic and tactical levels.</p> <p>Experience of leading change management at departmental level and contributing significantly to change management at Brigade level.</p> <p>Evidence of effective project management and successful project delivery.</p> <p>Experience of working successfully with partners and multi agency groups at a strategic level eg: regional projects, national projects, risk reduction and community fire safety work.</p>	<p>Experience of leading and managing a range of functions outside emergency response and fire safety e.g., Training, Performance Management.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
<p>3. TRAINING</p>	<p>Operational Silver Command.</p> <p>Financial/Budget Management.</p> <p>Media and Communication Skills.</p> <p>Fire Safety.</p> <p>People Management.</p> <p>Data analysis skills and information handling.</p> <p>Investigation skills.</p>	<p>Operational Gold Command.</p> <p>Specialist operational skills training relating to Fire Investigation, Hazardous Materials incidents</p> <p>Performance Management.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

4. SPECIAL KNOWLEDGE	<p>Knowledge of the strategic issues affecting the West Midlands Fire Service at a national, regional and local levels</p> <p>Knowledge of best practice and contemporary developments relating to strategic management in the Fire Service</p> <p>Knowledge of the legislation and approved guidance relating to the employment and management of people</p> <p>Knowledge of the legislation relating specifically to the Fire Service and the services it delivers.</p>		Interview
5. CIRCUMSTANCES (PERSONAL)	Reside within the West Midlands Fire and Rescue Authority area.		Application Form
6. DISPOSITION	<p>Inclusive, proactive leadership and management style.</p> <p>The ability to take responsibility for decisions about major and risk critical issues.</p> <p>Ability to challenge.</p>		<p>Interview</p> <p>References</p> <p>Personality Profile</p>
7. PRACTICAL AND INTELLECTUAL SKILLS	<p>Excellent analysis and the ability to understand and communicate complex issues.</p> <p>A range of effective communication skills.</p> <p>The ability to be creative and deliver a strategic analysis.</p> <p>Highly developed leadership skills.</p>	ICT skills to allow use of standard ICT packages.	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Personality Profile</p>
8. LEGAL	Politically restricted post under the Local		

REQUIREMENTS	Government and Housing Act 1989. Required to undergo any necessary security clearance for tasks related to the post's responsibilities.		
9. PHYSICAL SKILLS (if any)	Maintain health and fitness for work.		Medical

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