



**Gwasanaeth Tân ac Achub**  
De Cymru  

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South Wales  
**Fire and Rescue Service**

# **ASSISTANT CHIEF OFFICER – CORPORATE SERVICES**

## **VACANCY PACK**

**JULY 2022**

## OVERVIEW & CONTENTS

This vacancy pack has been developed to provide applicants with a full overview of the application and selection process for the post of **ASSISTANT CHIEF OFFICER (ACO) FOR CORPORATE SERVICES**.

Applicants are advised to read the pack in full before submitting their final application.

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## SECTION A – ASSISTANT CHIEF OFFICER VACANCY

South Wales Fire and Rescue Service (SWFRS) is one of the largest, most successful, and highest performing Fire and Rescue Services (FRS) in the UK, serving 1.6 million people across 10 Constituent Unitary Authorities stretching from Bridgend to Monmouth and from Cardiff Bay to the Brecon Beacons National Park.

We have built a reputation of excellence in the delivery of our services from responding to emergency incidents to an impressive range of preventative initiatives. South Wales Fire and Rescue Service is committed to making our communities the safest places to live, work and visit, by focusing on community protection, attracting, and developing our people, making effective use of resources, whilst achieving organisational improvement.

The Service currently seeks to appoint an Assistant Chief Officer who will demonstrate an enthusiastic and innovative approach to the leadership of a large Service area, whilst upholding our Service values –

Professional

Caring

Respectful

Dedicated

Trustworthy

Dynamic

Disciplined

Resilient

This post will provide the successful candidate with the opportunity to enhance the culture and values of the Service through the provision of effective strategic leadership. The successful candidate will also contribute to the shaping of the future services provided to our communities across South Wales through strong collaboration, clear decision making and the building and maintenance of a high-performance culture. This in turn will support the development of the Service's role within the wider context of the public service infrastructure within Wales and the rest of the UK.

### **Corporate Services Directorate:**

The Corporate Services directorate encompasses several key areas of business which support the day-to-day functions of the Service. The successful candidate will provide inclusive and corporate leadership across four departments. This includes:

- Service, Performance & Communications, focusing on risk and governance and the planning, monitoring and communication of all corporate plans and activities;
- Business Support who support all administrative and event duties for the Service;
- Finance and Procurement who administrate all financial management functions and the securing of services for SWFRS; and
- Building, Property and Maintenance who manage, maintain and co-ordinate all buildings and physical assets for Service along with ensuring the Service meets sustainability targets.

Each of these departments contribute to ensuring continual improvement in efficiency, performance and compliance with processes, communication, regulation, and the law. A key element of the Assistant Chief Officer for Corporates Services post will be to maintain robust effective systems and processes whilst providing strategic direction to ensure the Directorate's resources are controlled and utilised effectively.

### **Applicants:**

We are looking for a Strategic leader who can demonstrate a strong record of visible and transformational leadership within a dynamic environment. The ability to produce positive results is key along with a broad range of experience.

The successful candidate should have experience of operating at a strategic level along with the ability to make effective decisions based on sound judgement. In addition, they will be committed to delivering fairness at work through developing and effectively implementing appropriate strategies, through staff and service delivery. You should have excellent communication and relationship/networking skills as this will be imperative to running an effective directorate, advising Fire and Rescue Authority Members at a strategic level and in supporting collaboration with Welsh Government, other Fire and Rescue Services and partner organisations.

The successful candidate will enjoy a career within a caring and progressive organisation, leading complex departments who make a positive difference to the communities of South Wales daily. These high-performing teams work in a fast-paced environment where innovation and change lie at the heart of taking the Service forward into a more sustainable and efficient future within Wales.

### **Salary:**

£86,693 per annum (pay award pending).  
Access to Service lease car scheme and Local Government Pension scheme.

### **Hours of Work/Availability:**

37 hours a week, a flexible working scheme is in place. This role will require a flexible approach to working time. As such the successful post holder may be required to attend events or activities in the evenings or weekends to support the requirements and visibility of the Service.

### **Location:**

The post is based at Fire Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or any other of the Service's locations. This job involves travel throughout the Service area, Wales and other locations. As such, the successful applicant must be able to travel.

### **Further Information:**

For an informal discussion regarding this role, please contact either Assistant Chief Officer (ACO) People Services, Alison Reed or Chief Fire Officer (CFO) Huw Jakeway on 01443 232000.

## SECTION B – THE APPLICATION & SELECTION PROCESS

The following pages outline the Application and Selection process for the post of Assistant Chief Officer – Corporate Services. They include an outline of the stages of the process along with key timelines. Applicants are advised to read the following in full along with the documents in section C which outline the Job Description and Person Specification specific to this role.

### **STAGES & TIMELINES:**

Applicants are advised to pay full attention to the selection timelines and dates below as due to the senior nature of the post it is unlikely that alternative selection/ interview dates can be offered.

<b>STAGE</b>	<b>ACTIVITY</b>	<b>DATES</b>
<b>Stage 1</b>	Application	19 <sup>th</sup> July to Monday 8 <sup>th</sup> August 2022
<b>Stage 2</b>	Assessment Centre	Week commencing 22nd August 2022
<b>Stage 3</b>	First Interview	Week commencing 19 <sup>th</sup> September 2022
	Final Interview	10th October 2022
<b>Stage 5</b>	Medicals, References & Security Checks (External candidates only)	Dates to be confirmed by recruitment team

## **STAGE 1 – APPLICATION**

Applicants are required to submit the following:

1. **A current and up to date CV.**
2. **A completed formal SWFRS application form (downloadable from the vacancy pages on SWFRS internet).**
3. **A Word document with their submission against the key shortlisting criteria outlined in the Person Specification. Please note that all evidence submitted exceeding the word limit will not be read or assessed.**

The key criteria and word count for each are outlined below:

<b>FACTOR</b>	<b>EVIDENCE</b>	<b>WORD LIMIT</b>
<b>Qualifications</b>	<b>Relevant professional qualification and/or experience of working at a strategic level in a corporate delivery role.</b>	<b>150 Words</b>
<b>Memberships</b>	<b>Membership of a relevant professional body.</b>	<b>150 Words</b>
<b>Knowledge/ Experience</b>	<b>Proven experience at a strategic level, demonstrating the ability to lead people, processes, and performance.</b>	<b>750 Words</b>
<b>Knowledge/ Experience</b>	<b>Proven experience of formulating, leading, and implementing strategies and improvement programmes in line with organisational objectives to raise performance standards.</b>	<b>750 words</b>
<b>Knowledge/ Experience</b>	<b>Comprehensive knowledge and experience of providing a Monitoring Office role within formal governance structures.</b>	<b>750 words</b>
<b>Personal Style</b>	<b>Ability to drive and manage large scale change processes, seeking opportunities to create and implement improved organisational effectiveness.</b>	<b>750 words</b>
<b>Interpersonal Skills</b>	<b>Effective communication and cooperation skills with the ability to negotiate with and influence a range of audiences, generating confidence and trust.</b>	<b>750 words</b>
<b>Organisational Effectiveness</b>	<b>Ability to work effectively within the political environment developing practical and creative solutions to strategic issues that are sensitive to management and political interests whilst sustaining positive working relationships with partners.</b>	<b>750 words</b>
<b>Organisational Effectiveness</b>	<b>Ability to gather and interpret management information to assist in the development and delivery of new and innovative strategic initiatives.</b>	<b>750 words</b>

**The closing date for applications is 12:00, midday on Monday 8<sup>th</sup> August 2022.**

Applications should be emailed to Chris Conquer (PA to Director of People Services); at [c-conquer@southwales-fire.gov.uk](mailto:c-conquer@southwales-fire.gov.uk)

## **STAGE 2 – ASSESSMENT CENTRE**

Applicants who are successful at the application stage of the process will receive further information regarding the Assessment Centre within their invite to this stage of the selection process.

The Assessment Centre forms part of the overall selection process. It is utilised to assess the leadership and behavioural competencies of individuals through exercises that have been designed to assess key areas of excellence outlined within the “Leading the Service” level within the NFCC Leadership Framework.

The Assessment Centre may consist of several different exercises such as managerial or group role plays, presentations, psychometric tests, written assessments etc.

## **STAGE 3 – INTERVIEWS**

The interview stage of the selection process will involve 2 interviews:

### **Interview 1 – Professional Discussion**

With a panel of Executive Leadership Team (ELT) members who will assess the applicant’s abilities, experiences and behaviours against the criteria outlined in the person specification.

### **Interview 2 – Final Interview**

With a panel from South Wales Fire & Rescue Authority.

## **STAGE 4 – Medicals, References and Security Checks**

*This stage applies to external candidates only.*

To ensure that all candidates can take up the full responsibilities and duties of the post a full medical, complete references and relevant DBS/security vetting will be undertaken before a final offer can be made. Further details relating to this stage of the selection process will be provided at the relevant time.

## SECTION C - JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION	
Department	Executive Leadership Team
Role	Assistant Chief Officer – Corporate Services
Location	Headquarters, Llantrisant
Responsible to	Chief Fire Officer
Responsible for	Corporate Governance, Legal Services, Property Services, Finance & Procurement, Insurance, Business Support, Service Performance & Communications, Information Governance and Sustainability

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

### MAIN PURPOSE OF THE POST

The role is Director of Corporate Services/ Monitoring Officer for South Wales Fire and Rescue Service and Fire & Rescue Authority. As a member of the Executive Leadership team, post is responsible for the management of Corporate Governance, Legal Services, Property Services, Finance & Procurement, Insurance, Business Support, Service Performance & Communications, Information Governance and Sustainability.

The post will be integral to the delivery of the Service's vision, values, and objectives, whilst also acting as Monitoring Officer for the Fire and Rescue Authority, providing advice on ethical standards, probity, propriety, procedural and other governance issues.

### **Key Responsibilities:**

#### **General Duties:**

1. To be a member of the Executive Leadership Team, playing a full part in delivering the corporate objectives, and the leadership and management of the Corporate Services Directorate. Key projects will include those with a focus on sustainability, property, corporate and commercial issues, including contracts, procurement projects, funding issues and service performance.
2. To ensure the development, implementation and evaluation of corporate plans and strategies that are dynamic and respond to legislative changes.

3. To regularly monitor and consider opportunities for improving the efficiency of the Service's effectiveness and to develop organisational structures and people to support the aims and objectives of the Service.
4. To represent the Chief Fire Officer at internal and external meetings, boards and working groups, as/where requested.
5. To serve on Regional and National Committees as may be agreed with the Chief Fire Officer and Fire and Rescue Authority.
6. To prepare and present reports to the Fire and Rescue Authority and any of its committees, as required by the Chief Fire Officer.
7. To actively engage with partner Fire and Rescue Services and the wider public services to explore/maintain collaborative opportunities.

**Directorate Duties:**

8. To lead and manage the Corporate Services Directorate in a corporate and coordinated manner and in accordance with the Service's Corporate Plans. To ensure relevant performance standards and targets are set, monitored, reviewed, and evaluated in accordance with those plans.
9. To act as the Services Senior Information Risk Officer (SIRO) supporting General Data Protection Regulation (GDPR) adherence and sound data compliance.
10. To support the Service's corporate policies and governance in various technical areas of work, including democratic services, risk management and data protection.
11. To provide an effective and co-ordinated media service and presence, exploring innovative ways to promote Service messages to a wide and diverse audience.
12. To provide practical, timely and accurate advice on all aspects of the operation of the Service, regarding managing risk, both financial, reputational and political.
13. To co-ordinate and assist the production and submission of appropriate returns, reports and plans to regulatory bodies.
14. To undertake the role of Client Liaison Officer with the Service's legal services provider and Audit Wales.
15. To develop the Services Asset Management Strategy.
16. To identify the environmental impact of the Service's activities and co-ordinate and embed best practice in line with key sustainability principles.
17. To co-ordinate relevant budgetary requirements and submissions of the Corporate Services Directorate for inclusion in the annual budget setting process.

### **Monitoring Officer Duties:**

18. To perform the role of Monitoring Officer, providing timely advice on legality, ethical standards, probity, propriety, procedural and other governance issues and exercising delegations on behalf of the Fire Authority.
19. To work with other Statutory Officers to ensure the Authority benefits from a robust system of corporate governance, reviewing and refining systems, processes, and guidance as appropriate.
20. To ensure the constitution of the Authority is regularly reviewed and represents best governance practice.
21. To report to the Authority any case where they are of the opinion that any proposal or decision of the Council has given rise to or is likely to or would give rise to any illegality, maladministration or breach of statutory.
22. To investigate any matter which they have reason to believe may constitute, or where they have received an allegation that a matter may constitute, a reportable incident.
23. To advise the Authority's Standards Committee and be responsible for conduct matters of Fire Authority members, setting high standards.
24. To build trusted, respectful, and diplomatic working relationships with elected members.

### **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties and challenging inappropriate behaviour, attitudes, and discrimination at all times.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions. Rectify as far as reasonably practical, any work situation which might give rise to serious or imminent danger.

<b>PERSON SPECIFICATION</b>	
<b>DEPARTMENT</b>	<b>Corporate Services</b>
<b>POST</b>	<b>Assistant Chief Officer, Corporate Services</b>
<b>ROLE</b>	<b>Director of Corporate Services</b>
<b>Responsible to</b>	<b>Chief Fire Officer</b>
<b>Responsible for</b>	<b>Corporate Governance, Legal Services, Property Services, Finance &amp; Procurement, Insurance, Business Support, Service Performance &amp; Communications, Information Governance and Sustainability</b>

It is essential that your application is structured so that it **addresses each of the Evidence Criteria highlighted and marked with an Asterisk\*** on the Person Specification below.

You should provide clear evidence that demonstrates how you meet each area based on your skills, knowledge experience and abilities relevant to the post. Essential Criteria marked with an **Asterix\*** will be used for short-listing purposes. **Candidates are required to provide evidence against each of these criteria and a word count has been set against each of these – please refer to section B for the word limit for each of the specified criteria.**

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>Relevant professional qualification and/or experience of working at a strategic level in a corporate delivery role*</b>	<b>Essential*</b>	<b>Application*</b>
	Membership of a relevant professional body	Desirable	Application
<b>Knowledge/ Experience</b>	<b>Proven experience at a strategic level, demonstrating the ability to lead people, processes and performance*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	<b>Proven experience of formulating, leading, and implementing strategies and improvement programmes in line with organisational objectives to raise performance standards*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Knowledge and understanding of the political, financial, legal, resource and governance implications	Essential	Selection
	<b>Comprehensive knowledge and experience of providing a Monitoring Officer role within formal governance structures*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>

	<p>Experience of formal and informal Trade Union negotiation/consultation</p> <p>Knowledge and experience of managing large departmental/function budgets, with a focus on best value including experience of managing capital expenditure projects</p> <p>Knowledge of the current pressures for a progressive Fire &amp; Rescue Service Authority in Wales and an understanding of the implications</p> <p>The ability to communicate through the medium of Welsh</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>	<p>Selection</p> <p>Selection</p> <p>Selection</p> <p>Application/ Selection</p>
<b>Personal Style</b>	<p>A commitment to shaping the organisation to meet the rapidly changing Public Sector context</p> <p><b>Ability to drive and manage large scale change processes, seeking opportunities to create and implement improved organisational effectiveness*</b></p> <p>Ability and commitment to work in full compliance with organisational policy and legislative guidance, respecting sensitive information even when challenged, whilst also portraying an ethical approach to leadership</p> <p>An understanding of and commitment to driving and implementing equality, diversity and inclusion principles and practices across an organisation – leading high standards of conduct, integrity, and probity through the championing of National Fire Chiefs Council (NFCC) leadership behaviours</p>	<p>Essential</p> <p><b>Essential*</b></p> <p>Essential</p> <p>Essential</p>	<p>Selection</p> <p><b>Application/ Selection*</b></p> <p>Selection</p> <p>Selection</p>
<b>Intrapersonal</b>	<p>Strong interpersonal skills, with the ability to work collaboratively and inclusively within and across organisational boundaries, taking people with you</p> <p><b>Effective communication and cooperation skills with the ability to negotiate with and influence a range of audiences, generating confidence and trust*</b></p>	<p>Essential</p> <p><b>Essential*</b></p>	<p>Selection</p> <p><b>Application/ Selection*</b></p>

	Commitment to and ability to develop self, individuals, and teams to improve organisational effectiveness	Essential	Selection
<b>Organisational Effectiveness</b>	Ability to deliver high standards of work within tight timescales and competing priorities, ensuring that key projects and programmes are coordinated and delivered in accordance with organisational priorities	Essential	Selection
	<b>Ability to work effectively within the political environment developing practical and creative solutions to strategic issues that are sensitive to management and political interests whilst sustaining positive working relationships with partners*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	<b>Ability to gather and interpret management information to assist in the development and delivery of new and innovative strategic initiatives*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	The ability to research, develop and implement cost effective solutions to a variety of issues	Essential	Selection

All documentation is available in both English and in Welsh and we welcome communication in either language.

**SWFRS believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of the community to apply.**

