



Gwasanaeth Tân ac Achub
De Cymru
South Wales
Fire and Rescue Service

AREA MANAGER VACANCY PACK

March 2023

INVESTORS IN PEOPLE™
We invest in people Gold
Rydym yn buddsoddi mewn pobl Aur
INVESTORS IN PEOPLE®
We invest in wellbeing Silver
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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 **AREA MANAGER** at South Wales Fire and Rescue Service (SWFRS).

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

CONTENTS	PAGE NUMBERS
Section A - Area Manager Vacancy	3 to 4
Section B – The Application & Selection Process	5 to 8
Section C – Job Description & Person Specification	9 to 14

SECTION A - AREA MANAGER 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 anticipates the likelihood of vacancies arising at Area Manager level. Whilst facilitating other Heads of Service appointments the Service is taking the opportunity to run the process at Area Manager level also. The Service is currently seeking to appoint individuals who 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 Fire and Rescue 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 in 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.

Applicants:

Applications are invited from substantive Area Managers **OR** from individuals who have served a minimum of 18 months as a substantive and competent Group Manager B.

Prospective applicants will need to demonstrate a thorough understanding of both the functions of the Fire and Rescue Service and the issues facing the Service both within Wales and the UK. Strong planning, organisational and people skills are paramount. Excellent communication and relationship/networking skills will be key

to running an effective function, to advise Fire and Rescue Authority Members at a strategic level and to support collaboration with the Welsh Government, other Fire and Rescue Services and partner organisations.

The successful candidate will be expected to be an active member of the National Fire Chiefs Council (NFCC) through the Service's corporate membership and will also be required to successfully complete both the "Skills for Justice Level 7 Award in Strategic Incident Command in Fire & Rescue Services" **AND** the "Wales Strategic Command (Gold) Course" at the earliest opportunity.

Salary:

£65,894 (figures subject to review following the July 2022 pay award) plus 20% Flexible Duty, 14% Continuous Duty Allowance and access to the Service's Lease Car Scheme.

Hours of Work/Availability:

Hours of work will be in accordance with the Service's Gold Command Rota Duty System (Continuous Duty). The successful candidate will be required to work unsocial hours. The circumstances and the working arrangements of the Fire Authority are likely to involve extended periods of availability outside of normal office hours.

Location:

The post will be based at either the Fire Service Headquarters, Forest View Business Park, Llantrisant, Pontyclun, CF72 8LX or within any other of the Service's locations. The successful candidate will be required to reside at a location within the South Wales Fire and Rescue Service area, whilst providing operational cover.

Further Information:

For an informal discussion regarding this role, please contact either Deputy Chief Fire Officer Dewi Rose on 01443 232003 or Assistant Chief Officer Alison Reed on 01443 232024.

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.

SECTION B – THE APPLICATION & SELECTION PROCESS

The following pages outline the Application and Selection process for the post of Area Manager. 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.

STAGE	ACTIVITY	DATES
Stage 1	Application	13/03/23 to 28/03/23
Stage 2	Assessment Centre	13 th and/or 14 th April 2023
Stage 3	Incident Command Level 4 Assessment	Exact dates to be confirmed (April/May)
Stage 4	Interviews	Week Commencing 15 th and/or 16 th May 2023
Stage 5	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 completed online application form via the South Wales Fire and Rescue Service website (Latest Vacancies page): <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/>
2. A current and up to date CV. This is to be attached to the online application form.
3. A Word document detailing evidence based on the key shortlisting criteria outlined in the Person Specification below. This is to be attached to the online application form.

FACTOR	EVIDENCE	WORD LIMIT
Knowledge/ Experience	Substantive and Competent Fire & Rescue Service Area Manager OR Group Manager B with a minimum of 18 months operating at substantive and Competent level as at the close of the advertisement*	250 Words
Knowledge/ Experience	Experience of providing tactical advice and support in resolving operational incidents involving multi-agency engagement in line with operational best practice principles*	750 words
Outstanding Leadership	Experience of establishing and setting clear strategic direction eg formulating, leading and implementing departmental strategies*	750 words
Personal Style/Impact	Ability to drive and manage large scale change processes, seeking opportunities to create and implement improved organisational effectiveness.*	750 words
Interpersonal Skills	An inclusive leader with strong interpersonal skills who can work collaboratively across boundaries encouraging joint working with those both within the Fire and Rescue Service and in the wider Community.*	750 words
Service Delivery	Ability to take into account emerging issues and risk so predict and plan for future requirements and make realistic strategic decisions.*	750 words
Organisational Effectiveness	Able to deliver highly effective departmental plans, ensuring that projects and programmes are delivered in accordance with organisational priorities and deadlines whilst recognising potential political impact and implications from a Strategic perspective.*	750 words

****Please note:** that all evidence submitted in excess of the word limit will not be read or assessed. Please indicate your word count on your submission.*

The closing date for applications is on Tuesday 28th March 2023 at 12 pm.

STAGE 2 – ASSESSMENT CENTRE

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 will consist of two role plays: a one to one and a one to three.

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.

STAGE 3 – INCIDENT COMMAND ASSESSMENT

To ensure operational command capability for this level of role, applicants who are successful at the at assessment centre will be required to undertake and pass an Incident Command Level 4 assessment. Further details relating to this will be forwarded within the invite correspondence.

As per the earlier information outlined on page 4, the successful candidate for this post will also be required to undertake the full ‘Skills for Justice Level 7 Award in Strategic Incident Command in Fire & Rescue Services’ AND the “Wales Strategic Command (Gold) Course” at the earliest opportunity.

Please note: Candidates who have already attained the full “Skills for Justice Level 7 Award in Strategic Incident Command in Fire & Rescue Services” will not be required to undertake this assessment and will proceed from the Assessment Centre to the Interview stage of the selection process.

STAGE 4 – 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 & Assessment

With the Chief Fire Officer and members of the Executive Leadership Team members. Details will be confirmed nearer the date of the interview.

STAGE 5 – Medicals, References and Security Checks

This stage applies to external candidates only.

The successful candidate will be provided with a conditional offer of employment which will be subject to satisfactory pre-employment checks. These checks consist of a medical/drugs and alcohol test, receipt of references, ID and relevant DBS/security vetting. Further details relating to this stage of the selection process will be provided at the relevant time.

Job Description and Person Specification

Please see next pages for full details.

SECTION C - JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION	
Post Title	Area Manager
Post No	To be confirmed
Location	Headquarters and/or other locations within South Wales
Responsible to	Assistant Chief Fire Officer
Responsible for	Strategic direction and management of a designated SWFRS department (The Service reserves the right to transfer individuals between departments according to business needs)

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
To provide strategic direction and leadership of a designated department within SWFRS. To deliver against all organisational responsibilities and objectives set by the Service.

DUTIES AND RESPONSIBILITIES

Area Manager duties/responsibilities against the role map	Role Map Reference
1. To maintain high levels of operational competence and attend operational incidents as required.	EFSM2, EFSM16
2. Interpret organisational priorities and objectives and translate into Departmental plans, allocating resources in respect of plans.	EFSM5, EFSM6, EFSM8, EFSM11, EFSM13, EFSM14
3. Undertake, plan and where necessary lead on identified project work of organisational priority.	EFSM23, EFSM25

4. Ensure Business continuity is maintained and strive to achieve continuous improvement as a member of the Senior Management Team.	EFSM15,FSM17, EFSM18,EFSM19, EFSM20
5. Represent the interests of the Service at various Regional and National forums.	EFSM20
6. Chair, facilitate and contribute to meetings at departmental and organisational levels.	EFSM20
7. Establish and maintain effective working relationships within the organisation.	EFSM2, EFSM13, EFSM14,EFSM15, EFSM20
8. Advise on current and emergent Department and related issues from a Local, Regional and National perspective	EFSM17,EFSM20
9. Seek continuous improvement by scanning internal and external environments. Devise and implement strategic and tactical options for improvement.	EFSM9, EFSM18, EFSM19, EFSM22
10. Control department budget and allocate revenue expenditure in line with priorities and identified departmental needs.	EFSM11
11. To deliver Directorate Plans through departmental activity and planning processes.	EFSM5, EFSM6, EFSM8
12. Ensure the Department's compliance with organisational policies and procedures.	EFSM5, EFSM6, EFSM8, EFSM9, EFSM20
13. Ensure compliance with the organisation's Standing Orders and Scheme of Delegations.	EFSM19
14. Manage the performance of the Department via Managers within the function. Establish and monitor key performance indicators. Resolve and feedback on all performance issues.	EFSM14
15. Identify personnel requirements for the function and allocate areas and scope of responsibility.	EFSM13, EFSM14
16. Ensure departmental staff are equipped with relevant knowledge and skills to achieve objectives and are fully empowered to the appropriate level.	EFSM15
17. Plan and implement internal audits of departmental services, ensuring compliance with relevant quality standards.	EFSM18, EFSM19
18. Monitor and audit information and communication channels to track performance and achievement at individual, team and departmental level	EFSM14, EFSM19, EFSM20
19. Identify opportunities for continuous personal and professional development of self and establish a diverse professional network.	EFSM14, EFSM15, EFSM16

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the role 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 or report to senior management, any work situation which might give rise to serious or imminent danger.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values at all times.

PERSON SPECIFICATION	
Post Title	Area Manager
Post No	To be confirmed
Location	Headquarters and/or other locations within South Wales
Responsible to	Assistant Chief Fire Officer
Responsible for	Strategic direction and management of a designated SWFRS department (The Service reserves the right to transfer individuals between departments according to business needs)

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.**

Factor	Evidence	Essential/ Desirable	Method of Assessment
Qualifications	Skills for Justice Level 7 Award in Strategic Incident Command in Fire & Rescue Services	Desirable	Application
	Corporate membership of the Institution of Fire Engineers	Desirable	Application
Knowledge/ Experience	Substantive and Competent Fire & Rescue Service Area Manager OR Group Manager B with a minimum of 18 months operating at substantive and Competent level as at the close of the advertisement*	Essential*	Application & Selection*
	Experience of providing tactical advice and support in resolving operational incidents involving multi-agency engagement in line with operational best practice principles*	Essential*	Application & Selection*

	<p>Knowledge of Fire and Rescue Service specific legislation and statutory duties</p> <p>Knowledge and experience of managing large departmental/function budgets, with a focus on best value.</p> <p>Experience of conducting formal and informal trade union negotiations/consultation</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</p>
Outstanding Leadership	<p>Experience of establishing and setting clear strategic direction eg formulating, leading and implementing departmental strategies*</p>	Essential*	Application & Selection*
Personal Style/Impact	<p>Committed to Matters of Equality & Diversity through championing diversity and inclusion and embedding a fair and ethical approach in all situations.</p> <p>Ability to drive and manage large scale change processes, seeking opportunities to create and implement improved organisational effectiveness.*</p> <p>Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations.</p>	<p>Essential</p> <p>Essential*</p> <p>Essential</p>	<p>Selection</p> <p>Application & Selection*</p> <p>Selection</p>
Interpersonal Skills	<p>An inclusive leader with strong interpersonal skills who can work collaboratively across boundaries encouraging joint working with those both within the Fire and Rescue Service and in the wider Community.*</p> <p>Ability to communicate and influence effectively both orally and in writing to a wide range of audiences e.g. with Fire Authority members, senior managers, staff, external partners and other stakeholders.</p> <p>Committed to the ongoing development of self, individuals and functions to improve organisational effectiveness and increasing workplace capability, engagement and performance.</p>	<p>Essential*</p> <p>Essential</p> <p>Essential</p>	<p>Application & Selection*</p> <p>Selection</p> <p>Selection</p>

Service Delivery	<p>Ability to take into account emerging issues and risks too predict and plan for future requirements and make realistic strategic decisions.*</p> <p>Understanding of and commitment to improving Health and Safety in the workplace</p> <p>Understanding of and the ability to work in full compliance with, the Data Protection Act 1998, The General Data Protection Regulations 2018 and Freedom of Information Act 2000 and the implications for ensuring confidentiality at all times.</p>	Essential* Essential Essential	Application & Selection* Selection Selection
Organisational Effectiveness	<p>Able to deliver highly effective departmental plans, ensuring that projects and programmes are delivered in accordance with organisational priorities and deadlines whilst recognising potential political impact and implications from a Strategic perspective.*</p>	Essential*	Application & Selection*

Please note:

This role will be required to provide cover on an operational rota, including Public Holidays and weekends.

