



# JOIN US

## DEPUTY CHIEF FIRE OFFICER APPLICANT INFORMATION PACK



**Gwasanaeth Tân ac Achub  
De Cymru**

**South Wales  
Fire and Rescue Service**

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**RAISING AWARENESS - REDUCING RISK**

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# WHO WE ARE

## COURAGE TO ACT, COMPASSION TO CARE

We are South Wales Fire and Rescue Service and our vision, mission and values are what drives and motivates our people to make South Wales safer, by reducing risk. We aim to protect and serve all across the 10 Unitary Authorities that make up our diverse area, working in partnership with our colleagues in other frontline services.

We employ around 1700 people across South Wales in a mix of Operational and Corporate roles, with most of our corporate staff being based at our headquarters in Llantrisant.

The frontline services provided by South Wales Fire and Rescue Service Operational Staff are supported by a number of teams, which fulfil administrative and technical roles. Operational and Corporate Staff work closely together to provide a high level of service for the communities of South Wales.

Diversity, Inclusion, Cohesion and Equity are a priority for South Wales Fire and Rescue Service and we have a commitment to endeavour to reflect the communities that we serve.

### Our vision

Working together as one team to be an outstanding Fire and Rescue Service, protecting South Wales today, ambitiously innovating for tomorrow.

### Our mission

To serve our communities, by reducing risk and responding to emergencies.

### Our values

We developed in extensive consultation with our people, give us the agreed framework for **US** to serve and protect **OUR** communities effectively in South Wales. They are **Compassion, Courage, Respect, Integrity** and **Excellence**.



We act with **compassion**



We approach situations with moral and physical **courage**



We **respect** each other, our partners and the public we serve



We act with **integrity**



We aim for **excellence** in all that we do

# INTRODUCTION

Thank you for your interest in the role of Deputy Chief Fire Officer at South Wales Fire and Rescue Service. We are looking to fill one vacancy on a permanent basis and further details of these are contained within this pack.

We are looking to appoint an individual with a demonstrable track record of strong and inclusive leadership. They will possess excellent communication skills, and the ability to nurture and manage strong relationships across a wide stakeholder group and be an advocate for the Service.

The successful candidate will play a major role in enhancing the culture and values of the Fire and Rescue Service through engaging and inspiring our people, so that they achieve our ambition of providing service excellence across South Wales. They will always demonstrate the highest standards of professionalism.

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 want to build a reputation of excellence in the delivery of our services from responding to emergency incidents to improving our 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 a Deputy Chief Fire Officer who will demonstrate an enthusiastic and innovative approach to the leadership of a large Service area, whilst upholding our Service values:

**COMPASSION    COURAGE    RESPECT    INTEGRITY    EXCELLENCE**

The role will provide the successful candidate the opportunity to enhance the culture and values of the Service through the provision of effective strategic leadership. The successful candidate will 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.

# ROLE PROFILE

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. 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.

This is an exciting time to join the Service as we continue our programme of cultural change. The successful candidate will play a key role in implementing the recommendations in the recently published HMICFRS report, the Fenella Morris KC review and the reports by the Chief Fire and Rescue Adviser.

Strong planning, organisational and people skills will be paramount, in addition to excellent communication and the ability to build strong relationships and networking skills as this will be imperative to running an effective directorate, advising the Chief Fire Officer and Commissioners 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 progressive organisation, leading complex departments who make a positive difference to the communities of South Wales daily.

**Relocation support will be available**

## **Further Information:**

For an informal discussion regarding this role, please contact Chief Fire Officer, Fin Monahan on 01443 232000.

- **Contract:** Gold Book
- **Grade:** Deputy Chief Fire Officer
- **Salary:** £139,729 (pay award pending) With access to Service lease car scheme and Firefighter Pension Scheme
- **Hours of Work:** Gold Command Rota Duty System (Continuous Duty) The successful candidate will be required to work unsocial hours. The circumstances and the working arrangements are likely to involve extended periods of availability outside of normal office hours.
- **Location:** 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. The successful applicants must be able to travel

# JOB DESCRIPTION

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of 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 job**

The Deputy Chief Fire Officer (DCFO) will report to and support the Chief Fire Officer (CFO) in leading the Service. As a member of the Executive Leadership Team, they will assist the CFO in creating a high performing organisation, including a culture that builds trust and confidence through the delivery of effective and efficient services.

The DCFO will be directly responsible for the day-to-day management of the Service and this includes responsibility for the transformation programme, service delivery and corporate services.

## **Key Responsibilities:**

### **General Duties:**

1. To be the voice of the CFO, deputising for them at meetings and events or when the CFO is unavailable.
2. To support the CFO in setting the pace for the organisation, providing and actively promoting clear, consistent, highly visible and authentic leadership across the Service, building a culture of trust, high performance, innovation and continuous improvement.
3. Responsible for all aspects of service delivery, including implementation of:
  - the [Morris Report](#) ,
  - the thematic reviews:
    - [Broadening of the role of firefighters in Wales](#) ,
    - [Fire and Rescue Services in Wales: Learning from Grenfell](#),
    - [Inspection of the South Wales Fire and Rescue Service to consider the effectiveness of its response to domestic dwelling fires](#) ,
    - [Thematic Review of operational training within the Welsh Fire and Rescue Services](#)
  - the [HMICFRS review](#),whilst ensuring all relevant targets and objectives are met.
4. A member of the Senior Leadership Team, providing strategic leadership on a range of matters.

5. To lead and ensure the effective delivery of emergency response services from SWFRS.
6. Provide Members of the Fire Authority/Commissioners with advice and information they need, providing assurance on a range of matters including governance, service delivery and transformational change.
7. Maintain availability for strategic operational command purposes as required by the Gold Command rota and respond to operational incidents in line with Service policies and procedures.
8. Actively champion Equality, Diversity and Inclusion so that every member of the Service and the Community we serve experiences positive engagement with us, and every member of our organisation feels valued and included.
9. Ensure a Business Continuity Strategy, framework and regime for testing is in place and applied.
10. Ensure effective corporate governance of the Service. Ensuring budgets and resources are utilised to optimum effect to deliver statutory responsibilities and strategic goals, managing and monitoring budgets in line with Standing Orders ensuring the best use of resources and value for money.
11. To support the CFO to build constructive relationships with stakeholders, staff and the Trade Unions, developing effective consultation mechanisms. Build and develop effective relationships with Trade Unions, to facilitate partnership working and a productive employee relations climate that facilitates change.
12. Represent the CFO and SWFRS and participate in regional and national meetings and events in order to contribute to Fire and Rescue Service development and promote the interests of SWFRS.
13. To attain and maintain personal competence in respect of role map functions and any relevant or designated professional qualifications requirements.
14. To discharge such other duties as may from time to time be required by the Chief Fire Officer.

**In addition to the duties and responsibilities outlined above, the post holder will be required to:**

1. Undertake any other duties commensurate with the grade and post.
2. Attend in-house and external training courses as required.
3. Co-operate fully with any scheme or pilot scheme introduced within the department or across the Service.
4. Apply the principles of the Service's Dignity at Work Procedure and Equality and Diversity Statement whilst carrying out their duties.
5. Protect children, young people or adults at risk from harm, reporting any safeguarding concerns using the Service's Safeguarding Procedure.
6. Adhere to Health & Safety and Wellbeing Legislation and Procedures and take reasonable care for the health and safety of self and others.

# PERSON SPECIFICATION

## ESSENTIAL

- ✓ Relevant higher management qualification e.g. Degree, MBA, DMS, post graduate management qualification or equivalent experience.
- ✓ Multi Agency Gold Incident Command or ICL level 4
- ✓ Knowledge of fire service legislation and statutory duties.
- ✓ Knowledge of the national, regional and local political operating climate of the fire and rescue service.
- ✓ High level of commitment to SWFRS and the highest personal and professional standards.
- ✓ Ability to hold people at all levels (including the CFO) to account and to professionally challenge situations that require change.
- ✓ Ability to work to targets and demonstrate experience of taking full responsibility for the performance management of people.
- ✓ An in-depth understanding of the Core Code of Ethics, always maintaining a high standard of behaviour:
  - Putting our communities first
  - Integrity
  - Dignity and Respect
  - Leadership
  - Equality, Diversity and Inclusion
  - Demonstrable track record of operating at executive leadership level.
- ✓ An ability to demonstrate inspirational leadership skills, high personal ethical standards, integrity and the ability to lead, motivate, inspire and empower others.
- ✓ An excellent, persuasive, clear and constructive communicator at all levels.
- ✓ Ability to make decisions and take responsibility for actions.
- ✓ Substantive and significant strategic management (including change management) and leadership experience in a large and complex organisation.
- ✓ An ability to work in a complex and changing environment.
- ✓ Ability to build constructive relationships with the Trade Unions, through partnership working and creating a productive employee relations climate that facilitates change.



- ✓ Experience of planning and reviewing service delivery at a strategic level and taking people on the journey.
- ✓ A high degree of political acuity and a proven track record of working alongside a range of stakeholders in a politically sensitive environment.
- ✓ A proven track record in delivering efficiencies and ensuring value for money services and able to demonstrate new ways of delivering services and maximising resources.
- ✓ An understanding of and commitment to Health and Safety in the workplace.

## **DESIRABLE**

- ✓ A project management qualification and demonstrable experience running programmes and/or projects.
- ✓ Experience leading the implementation of a HMICFRS (or equivalent) improvement plan.
- ✓ Ability to speak Welsh or give an undertaking to learn Welsh

### **In addition, the successful candidate:**

- ✓ **Must be able to undertake duties at Strategic Co-ordination Group (SCG) or Emergency Control Centre (Wales) (ECC(W)).**
- ✓ **Must have the ability to represent the FRS at strategic level, at incidents where there has been multi-agency engagement.**
- ✓ **Will be required to provide cover on a Rota that includes Public Holidays and weekends.**

**Please Note: Security Clearance is a requirement of this role.**

# THE **APPLICATION** PROCESS

1. Applicants should attach a tailored and current CV, setting out your work history, responsibilities and achievements as they relate to the role.
2. A supporting shortlisting document which sets out your answers (in no more than 500 words per answer) to the following four questions:

**Question 1: Personal Impact** - Please outline how you have built trust and credibility at all levels to drive forward change and transformation.

**Question 2: Outstanding Leadership** – Please outline how you have developed high performing teams and driven up performance through a period of change and uncertainty.

**Question 3: Service Delivery** – Please outline how you have set a clear strategic direction in an organisation and how you engaged people in the journey

**Question 4: Organisational Effectiveness** – Please outline how you have taken steps to understand the effectiveness of an organisation and what steps you took thereafter.

The final panel interview with the full selection panel will then take place.

Closing date for applications	<b>2 July 2025</b>
Stakeholder engagement panel	<b>w/c 14 July 2025</b>
Invitation to meet the CFO and Commissioners	<b>w/c 14/21 July 2025</b>
Interview	<b>w/c 21 July 2025</b>

# HOW TO APPLY

## External Applicants

Please log in to our website at: [www.southwales-fire.gov.uk/working-with-us/latest-vacancies](http://www.southwales-fire.gov.uk/working-with-us/latest-vacancies)

Select the role from the 'Current Vacancies' and click on the link for our e-recruit system.

Ensure that all sections of the application form are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

## Internal Applicants

Please log in to People XD/Core and navigate to 'current vacancies' to select the relevant position. Ensure that all sections of the application are completed and remember to attach the supporting information that details your eligibility and addresses the shortlisting criteria directly.

## All Applicants

If you require this document in an alternative format, such as large print or a white or coloured background, or alternatively require a paper application form, please contact our Recruitment team at [recruitment@southwales-fire.gov.uk](mailto:recruitment@southwales-fire.gov.uk) or call us on 01443 232200 and we will endeavour to help as quickly as possible.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably. Candidates successful at the shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions and interview questions). Arrangements will be confirmed following invitation to interview and may include translation and/or simultaneous translation

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

# ADDITIONAL INFORMATION

## External Recruitment Checks

All external candidates will be subject to the following recruitment checks prior to appointment:

- Enhanced Disclosure and Barring Service (DBS) checks.
- Right to work checks.
- Medical, health and fitness checks.
- No current disciplinary warnings (Operational)
- Driver licence checks.
- Reference checks.
- Some roles may require security clearance level of vetting.

## The NFCC Core Code of Ethics

**PUTTING OUR COMMUNITIES FIRST:** We put the interest of the public, the community and service users first.

**INTEGRITY:** We act with integrity, including being open, honest and consistent in everything we do.

**DIGNITY AND RESPECT:** Making decisions objectively based on evidence, without discrimination or bias.

**LEADERSHIP:** We are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.

**EQUALITY, DIVERSITY & INCLUSION:** We continually recognise and promote the value of EDI both within the SWFRS and the wider communities that we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.

**This is the foundation for the values we hold at South Wales Fire and Rescue Service and will help us to create an environment that is welcoming, tolerant and safe, with no place for inappropriate behaviours and actions that threaten, disrespect or intimidate others**



# BENEFITS

**Annual Leave** – A generous annual leave allowance.

**Employee Assistance Programme** – The EAP provides confidential, impartial advice and support 24 hours a day, 365 days a year. The service is free for employees to access whenever they need.

**Vivup** – Award winning employee benefits provider that offers all staff a stack of health and wellbeing benefits and savings across a number of big brands.

Some of the perks on this platform include:

- **Cycle to work scheme**
- **Tusker car scheme**
- **Home and electronics discount**
- **Lifestyle Savings**

**Flexi Time** – Corporate staff are able to work flexi time. With core hours of 10am – 12pm and 2pm – 3pm; you can complete the balance of your hours anytime between 7am and 7pm.

**Learning & Development** – SWFRS recognise that well trained employees are key to success. With a dedicated Training Centre at Cardiff Gate and specialist training teams, there are plenty of opportunities to grow & develop new skills.

**Gym** - Wherever you are based as an employee of South Wales Fire and Rescue Service, access to our gym facilities is available to all, free of charge.

**Health and Fitness Advisors** - Our Health and Fitness Advisers monitor the fitness levels of operational staff. They can also offer health and fitness advice to all employees on request.

**Firefighters' Charity** - Every employee, along with their dependents, can be beneficiaries of the charity. The charity provides health and wellbeing support to the whole Fire Service community.

**Car Parking** – SWFRS does not charge for car parking at any of its sites.

**Occupational Health** – The Occupational Health Unit aims to maximise the health and wellbeing efficiency of staff and to minimise the risks to which staff are exposed as a result of working practices and the environment.

**Pension** – Support staff are eligible to join the Local Government pension scheme, which is a defined benefit pension scheme. Employee contributions are based on your salary.

**Sports and Social** – Our sports and social section brings together employees from across departments. Photography, skiing, rambling, cycling, football, rugby, surfing and golf are just some of the shared interests.

**Welsh Courses** – South Wales Fire and Rescue Service recognize the importance of the Welsh language in the workplace and offers all employees access to Welsh language courses at a range of levels to suit all needs.

**Disability Confident** – We are proud to be a certified Disability Confident Committed Employer



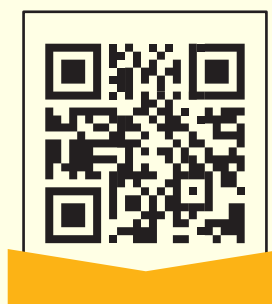


## South Wales Fire and Rescue Service

Recruitment & Retention Team  
Fire Service Headquarters  
Forest View Business Park  
Llantrisant  
CF72 8LX

Recruitment Line – 01443 232200  
[recruitment@southwales-fire.gov.uk](mailto:recruitment@southwales-fire.gov.uk)

**SCAN ME**



[www.southwales-fire.gov.uk/working-with-us](http://www.southwales-fire.gov.uk/working-with-us)