



JOIN US

ASSISTANT CHIEF FIRE OFFICER X 2

APPLICANT INFORMATION PACK



**Gwasanaeth Tân ac Achub
De Cymru**

South Wales
Fire and Rescue Service

RAISING AWARENESS - REDUCING RISK

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 1730 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 Assistant Chief Fire Officer at South Wales Fire and Rescue Service. We are looking to fill **two** vacancies on a permanent basis and further details of these are contained within this pack.

We are looking to appoint individuals 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 candidates 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 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 two Assistant Chief Fire Officers 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 candidates the opportunity to enhance the culture and values of the Service through the provision of effective strategic leadership. The successful candidates 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

Please apply by the 25th July 2025 - Midday

We are looking for proven strategic leaders who can demonstrate a strong record of visible and transformational leadership within a dynamic environment and who hold the relevant management qualifications and / or experience outlined in the person specification. The ability to produce positive results is key. Applicants will need to demonstrate a thorough understanding of all of 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 candidates will have the opportunity to play a key role in implementing the recommendations in the Fenella Morris KC review and the more recently published HMICFRS report, as well as the reports by the Chief Fire and Rescue Adviser.

Strong people skills will be paramount. The successful candidates will have a key role to play in developing an effective Senior Leadership Team. The successful candidates will be responsible for running effective Directorates, advising the Chief Fire Officer, the Deputy 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 candidates will enjoy a rewarding career, leading complex departments who make a positive difference to the communities of South Wales daily. These 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

- **Contract:** Gold Book
- **Salary:** £136,736 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 needs*.

General Duties applicable to the Assistant Chief Fire Officer role:

1. A member of the Executive Leadership Team providing strong, visible compassionate leadership, across the Service, acting with integrity as a role model and displaying the Service's Values at all times.
2. To 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.
3. To work in social partnership with accredited representative bodies of staff, including chairing relevant committees as necessary.
4. To convene or chair as appropriate, meetings to resolve any potential or actual strategic interruption to key Service functions and to represent the Service on relevant forums, bodies and committees.
5. Ensure the effective governance of the Service through adherence to the Service's systems of corporate governance, primary strategies/ policies and relevant regulatory responsibilities.
6. To ensure effective and efficient management systems are in place to achieve the following:
 - Effective management of resources and budgets
 - Achieving excellence in service delivery
 - Discharging of the Service's legislative duties
 - Developing collaborative working relationships and partnerships with other emergency services and agencies
 - Social partnerships
 - Development of staff in line with Service requirements
 - Compliance with health, safety and welfare requirements
 - Consideration of the environmental impacts of Service activities
 - Achieving diversity, inclusion, cohesion and equity in all that we do
 - Meeting welsh language scheme requirements

7. To attain and maintain personal competence in respect of role map functions and any relevant or designated professional qualifications.

8. To ensure effective communications are maintained with key Service stakeholders through the provision of appropriate reports, consultation documents, general updates and publications. To prepare and present reports to the Board of Commissioners and any of its committees, as required by the Deputy Chief Fire Officer or Chief Fire Officer.

9. To discharge such other duties as may from time to time be required by the Deputy Chief Fire Officer or Chief Fire Officer.

Other specific duties: Role 1 - Director of Operations*

- To lead the Operations Directorate. To ensure relevant performance standards and targets are set, monitored, reviewed and evaluated in accordance with those plans. This includes the WDS and On-Call duty systems.
- To oversee Joint Fire Control (JFC), working collaboratively with Mid & West FRS and South Wales Police at the JFC.

Other specific duties: Role 2 - Director of Technical Services*

- To lead the Risk Reduction, Business Fire Safety and Community Safety Departments.
- To lead operational training.
- To lead the Fleet & Engineering Department.

**Subject to change*

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

1. Undertake any other duties commensurate with the rank 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 Service.

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.
- ✓ Demonstrable knowledge of fire service legislation and statutory duties.
- ✓ Demonstrable track record of successfully operating at a senior leadership level, motivating, inspiring and empowering others. Proven ability to work effectively within a political environment.
- ✓ Knowledge of the modernisation agenda from a national perspective, with a full understanding for its implications for a progressive Fire and Rescue Authority (currently Board of Commissioners) in Wales.
- ✓ Ability to build constructive relationships with Trade Unions, through social partnership working and creating a productive employee relations climate that facilitates change.
- ✓ Proven delivery success in formulating, leading and implementing strategies and change programmes.
- ✓ An in-depth understanding of the NFCC Core Code of Ethics, always maintaining high standards of behaviour. A commitment to dignity at work and DICE (Diversity, Inclusion, Cohesion and Equity) agenda.
- ✓ An excellent, persuasive, clear and constructive communicator at all levels.
- ✓ Ability to make decisions and take responsibility for actions.
- ✓ An ability to work in a complex and changing environment.
- ✓ A proven ability to make timely and transparent decisions under pressure with an understanding of public scrutiny and governance.
- ✓ Experience in managing resources, risks and performance at a strategic level.

- ✓ Personal and professional demeanour and credibility that commands confidence and trust.
- ✓ An enthusiastic and inclusive team player with strong interpersonal skills, who can work collaboratively, across boundaries, with the credibility to generate trust and confidence, promote positive relationships and achieve results through others.
- ✓ The ability to research, develop and implement cost effective solutions to operational issues, and keep abreast of operational best practice nationally and locally.

DESIRABLE

- ✓ Ability to speak Welsh or give an undertaking to learn Welsh.

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 provide evidence of when you have built or re-built trust with individuals, teams or communities during a time of challenge or change.

Question 2: Outstanding Leadership - Please provide evidence of a time when you upheld ethical standards or addressed an issue related to integrity, fairness or conduct.

Question 3: Service Delivery – Please provide evidence of a time when you led or contributed to a significant transformation improvement or reform.

Question 4: Organisational Effectiveness – Please provide evidence when you have led or supported significant cultural or behavioural change within a team, department or service.

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

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| Closing date for applications | 25th July 2025 |
| Stakeholder engagement panel | w/c 25 th Aug 2025 |
| Interview | w/c 25 th Aug 2025 |

HOW TO APPLY

External Applicants

Please log in to our website at: 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 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

SCAN ME



www.southwales-fire.gov.uk/working-with-us