



Northumberland County Council

Assistant Chief Fire Officer Recruitment Pack



www.northumberland.gov.uk

DISCOVER YOUR FUTURE IN NORTHUMBERLAND - Assistant Chief Fire Officer - Salary £95,681 (SP65 SPOT SALARY)

Thank you for your interest in our recent advert. Within this information pack you will find details of the role and the selection process to assist you in completing and tailoring your application. In order to apply you should submit an application via www.northeastjobs.org.uk. No CV's will be accepted. Applications must be received by 11.59 pm on 11th April 2021. You will have previous experience within a Fire and Rescue Service at Group Manager / Area Manager level.

We are looking for an exceptional individual to lead at Assistant Chief Fire Officer level to help shape our future and ensure we really are a Fire and Rescue Service that puts our residents first and that ensures that we are a council that works for everyone.

Bordering four counties and an outstanding North Sea coastline of more than 100km, England's northernmost county is an area of unsurpassed rural natural beauty, steeped in history and heritage with a population of over 300,000 residents. Northumberland Fire and Rescue Service provides operational fire services to the county focusing on prevention, education and collaborative working with other emergency and public services. Northumberland County Council is on an extensive transformation journey and as a key member of the Senior Leadership Team, this is an opportunity to be a part of this and set and deliver key priorities in the largest geographical county in the UK. We are proud to call ourselves the place for prosperity and innovation and we are a county that boasts international leaders in industry, investment-ready locations, welcoming communities, a rich history and proud heritage, and globally significant tourist attractions, culture and landscapes.

The past two years have seen some tremendous developments which have cemented our position as a council that delivers. A devolution deal for the North of Tyne Combined Authority (comprising of Northumberland, Newcastle and North Tyneside Councils) has brought a raft of additional funds and powers to the county. We've also secured a £345m Borderlands Inclusive Growth Deal which brings together the Government, partners and the five cross-border local authorities.

It is an exciting time for change in Northumberland, and our ambition for growth reflects this. To match our ambition, we're seeking to enhance our senior team by appointing an individual who can help us continue to deliver a bright future for the county and drive forward our fire and rescue service.

This pack should provide you with the relevant information you need to make an application, however if you require further information or wish to discuss any aspect of the advertised roles, please contact us for an informal discussion using the following details:

Mr Graeme Binning Deputy Chief Fire Officer on 07814 075164 or via email: - graeme.binning@northumberland.gov.uk

If you feel that you have the drive and appetite to join our team on this exciting journey, we would welcome an application from you.

Yours sincerely



Councillor John Riddle
Portfolio Holder



Daljit Lally
Chief Executive



Paul Hedley
Chief Fire Officer

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ASSISTANT CHIEF FIRE OFFICER

Northumberland County Council is seeking to appoint to this key post within Northumberland Fire and Rescue Service. The post holder will lead the delivery of our ambitious plans to ensure that we really are a “council that works for everyone” and to focus on delivering an ambitious improvement programme following our recently published HMICFRS inspection report. The postholder will ensure the delivery of a revitalized approach to inspection and regulation within the county with a focus on developing and sustaining a Fire and Rescue Service of the highest standard for the County of Northumberland. Northumberland is a unique county with an opportunity for the Fire and Rescue Service to truly be positioned as an emergency service which delivers “beyond emergencies”. This post is an investment for the future, there are significant opportunities for the postholder to develop their longer-term leadership both within the Fire and Rescue Service and the County Council structures.

The successful candidate as directed by the Chief Fire Officer, will provide strategic leadership and direction to managers within the Fire & Rescue Service to promote performance management initiatives and systems. They will also promote the support and development of staff through appraisal, mentoring, training and development programmes. The successful candidate will also encourage and maintain a positive relationship with all employees and their respective trade unions in the interests of developing a climate of harmonious and constructive employee relations.

Working closely as part of a Principal Officer team of 3, this role will aim to ensure that residents within the County of Northumberland have a Fire and Rescue Service which is of the highest quality and is sustainable. With interpersonal, strategic and innovative skills, this role will lead on the quality, inspection and regulation of Northumberland’s Fire and Rescue Service.

You will have experience at a Silver Command competence level within a multi-agency environment associated with Group/Area Manager Role Map. You will have previous experience within a Fire and Rescue Service at Group Manager / Area Manager level. Operational experience is also necessary as being part of the Principal Officer team you will need to have proven experience of commanding operational incidents and have attained the relevant accreditation (e.g. ICL3) to be qualified to take responsibility for strategic (gold) command during a major incident/civil emergency. Working closely with the Chief Executive, Chief Fire Officer and the existing Senior Leadership Team both in the County Council and in the Fire and Rescue Service, the successful postholder will be able to demonstrate an ability to build effective partnerships and facilitate engagement at a strategic level to deliver an inclusive leadership style across the service involving stakeholders in building a vision for the future.

The postholder will form part of the NFRS Principal Officer rota and the County Council Executive Leadership Team rota and therefore will be required to provide a permanent base within the County of Northumberland to fulfil this commitment.

NORTHUMBERLAND COUNTY COUNCIL: SENIOR MANAGEMENT CORE COMPETENCIES

Working with Partners

- work collaboratively across services and directorates to deliver corporate excellence
- work collaboratively with external partners to deliver excellent service
- seek opportunities for partnership working at a local, regional, national and European level
- clarify expectations, objectives and working arrangements of partnerships
- contribute effectively to multi-partner projects

Working within the Political Arena

- understand and actively support the role of Councillors
- understand and actively support the democratic process within Northumberland Council
- recognise the impact of Government and legislation on Council strategy and services
- consult, support and keep Councillors informed

Serving Our Communities

- promote the Community Plan
- seek and act on feedback from the community
- influence Service and Corporate plans to reflect community needs
- develop, deliver and improve access to services based on an awareness and understanding of the diverse community
- promote equality of opportunity in service delivery

Delivering Excellence

- understand how Place Services are measured
- monitor and evaluate services in relation to objectives and place services indicators
- establish a culture that embraces the agreed Vision and Values
- be positive ambassadors for the organisation
- contribute to strengthening corporate leadership capacity
- identify opportunities where organisational place services could be improved

NORTHUMBERLAND COUNTY COUNCIL: SENIOR MANAGEMENT CORE COMPETENCIES

Focusing on the Future

- scan the external environment, look ahead, assess strategic options and develop the Council in the medium and long term
- lead the development and implementation of corporate policy at a strategic level
- challenge what we do and how we do it
- influence relevant national and regional organisations and partners
- connect plans, policies, strategies and services to provide consistent service delivery
- generate innovative ideas
- translate strategy into action
- consider the implications of decisions across the Council and act in the overall interests of Council's Services

Strengthening Corporate Leadership Capacity

- continuously develop the political leadership and managerial interface
- operate with others as a cohesive senior managerial team
- create time with staff and other managers for discussion about their development rather than fire-fighting
- coach and mentor staff and other managers
- lead, delegate and empower others at a strategic level
- identify and develop potential senior managerial successors

Building Shared Vision and Values

- scan the internal environment and engage employees in compelling visions of the future
- create an environment in which a culture embracing Vision and Values can thrive
- involve all stakeholders in building a vision for the future
- have a clear picture of the direction the organisation is taking and communicate it with insight, energy and vision
- translate the Council's vision into practical and achievable plans

Promoting and Facilitating Change

- critically evaluate the reasons that prompt change and take appropriate action
- proactively steer internal change
- proactively manage the exchange of information between the public and the organisation
- consider the resource implications of change
- anticipate and respond to emotional and morale issues brought about by change
- monitor and evaluate the change process to ensure aims are met

Our people

The heart of Northumberland



Our vision

One council that works for everyone

Our values

Residents first

- Respond to the needs of all our residents
- Provide the right information at the right time
- Deliver services that have positive outcomes for the community

Excellence and quality

- Respect the diverse communities we serve
- Act on feedback to ensure the best customer journey
- Look for opportunities to improve customer experience

Respect

- Build strong and long lasting relationships based on trust and mutual respect
- Involve communities and staff in decisions which affect them
- Support communities to embrace change and innovation

Keeping our communities safe and well

- Quality and safety will be at the heart of everything we do.
- We will empower our residents to do as much for themselves as possible
- We set clear standards and report against them

Interview arrangements and provisional timetable

The indicative recruitment timetable is as follows:

Closing date for applications	11/04/2021
Shortlisting	w/c 12/04/2021
Candidates Notified	w/c 19/04/2021
Shortlisted Candidates Staff Panel	27/04/2021 & 28/04/2021
Candidates Notified if successful	29/04/2021 & 30/04/2021
Formal Interviews	04/05/2021 & 05/05/2021
Appointment to be made	June/July 2021



Relevant Documentation and Information

Job description and Person Specification can be found [here](#)

Working for Northumberland County Council: <https://www.northumberland.gov.uk/About/Working-for-Northumberland-County-Council.aspx>

Northumberland Fire and Rescue Service: <https://www.northumberland.gov.uk/Fire.aspx>

Additional Information/Appointment Arrangements

Applications

All candidates must complete a Northumberland County Council application form. This is available via the job posting on <https://www.northeastjobs.org.uk/northumberlandcountycouncil/aboutus>.

Applications must be received by **11th April 2021**.

Employment References

Please include name, address and telephone number of two referees. Candidates should state their relationship with each referee. Employment references will be taken up for candidates who are shortlisted. If candidates wish to be advised before we contact their referees, this should be indicated clearly beside their names.

Evidence of qualifications

Candidates will be required to bring evidence of their qualification to the shortlist interview.

Health Screening

The preferred candidates following the shortlist interview will be required to undergo pre-employment health screening.

Disclosure and Barring Service Check

Due to the nature of these posts, they are exempt from the Rehabilitation of Offenders Act 1974 and convictions, whether spent or unspent, must be declared. Guidance will be further provided to the shortlisted candidates in relation to the DBS check status required for the role.

Immigration, Asylum and Nationality Act 2006 – Prevention of illegal working

Candidates must be eligible to work in the UK. The successful candidates will be required to provide original evidence of his/her eligibility to work in the UK. Further guidance will be made available to short-listed candidates.