



Job Description and Person Specification

Chief Fire Officer/Chief Executive Officer

Job Description

Role Title	Chief Fire Officer/Chief Executive Officer	Reporting to	Cleveland Fire Authority
Location	Administration and Technical Hub	Role/Grade	Brigade Manager

Purpose of the Role

As Head of Paid Service, the Chief Fire/Chief Executive Officer acts as a Principal Advisor to the Fire Authority and along with the Authority's Legal and Monitoring Officer and Treasurer, provides the professional advice required in order that the Authority can efficiently and effectively discharge all responsibilities imposed upon it by statute and guidance. In particular the Chief Fire/Chief Executive Officer is responsible for supporting Elected Members and working with Stakeholders to develop and deliver the Authority's vision, goals and priorities and advising on key business decisions, service risks and strategy and organisational performance.

The Chief Fire/Chief Executive Officer is the senior leader of the Cleveland Fire Brigade and provides a framework of strategic leadership, management direction; and values and behaviours for all the Brigade's employees in delivering efficient and effective community and enabling services; and in doing so champions innovation, best practice, change, organisational strategy; and collaborative and partnership working.

As senior operational commander in the Brigade, the Chief Fire Officer is required to perform operational command at Gold Strategic Command level and sit on the Principal Officer command rota with the other Principal Officer operational commanders.

The Chief Executive Officer is required to perform Multi-Agency Gold Incident Command and sit on the Principal Officer Rota (continuous duty) at Multi-Agency Gold Incident Command Level with the other Principal Officer operational commanders.

Outside of this rota the Chief Fire/Chief Executive Officer will be expected, with the exception of annual and sick leave, to be continuously available to the Authority and Brigade for appropriate duties and tasks as may be necessary.

Corporate

- 1.1 To provide continuous professional support to the Fire Authority in the efficient and effective discharge of all of its statutory responsibilities
- 1.2 To develop and promote the Authority's vision, goals, priorities and values acting as an ambassador in the community
- 1.3 To strategically manage Cleveland Fire Brigade in line with the priorities set out in the Home Office 'Fire and Rescue National Framework for England', specifically to
 - reduce the number of fires and other emergencies occurring
 - reduce the loss of life in fire and other emergencies
 - reduce the number and severity of injuries occurring in fire and other emergencies
 - reduce the commercial, economic and social impact of fire and other emergencies
 - provide the community with value for money
 - ensure the efficient and effective provision of resources by actively seeking efficiencies
- 1.4 To drive, develop and deliver the Authority's Community Integrated Risk Management Plan and establish the necessary community safety and support (enabling) services including the organisational structure and configuration of resources to deliver those services.
- 1.5 To champion and drive continuous improvement and efficiency, and achieve improved value for money and high-quality outcomes for the residents of Teesside through:
 - sound strategic, business, risk, performance and financial management frameworks
 - innovative business solutions
 - strong partnerships and collaboration
 - proactive self-development
- 1.6 To lead the Joint Consultation and Negotiation Committees with representative bodies in order to manage change in a constructive and positive climate of strong employee relations
- 1.7 To operate within a stringent corporate governance framework maintaining the highest standards of conduct
- 1.8 To create a positive working environment by promoting the Brigade's values and behaviours equality, diversity and inclusion, training and education, health and safety, and health and wellbeing
- 1.9 To Chair the Brigade's Executive Leadership Team demonstrating high levels of personal performance and commitment to the team
- 1.10 To represent the Authority and its Brigade at key local, regional and national events to enhance and support the reputation of the Authority as a progressive organisation and raise the civic awareness of the wider role of Cleveland Fire Brigade
- 1.11 To ensure compliance with the Data Protection Regulations

Incident Command and Strategic Decisions

- 1.12 To function as a Brigade Manager within the National Incident Command System, providing out of hours Principal Officer cover on a rota basis for operational incidents at strategic and critical Gold Command level (including Fire for Chief Fire Officer role only, Multi-Agency for both Chief Fire and Chief Executive Officer roles)

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive

Role Map

In addition to the general qualities required of a Chief Fire Officer, the post holder is subject to the Fire and Rescue Service Brigade Manager Role Map. You will be expected to be able to evidence that you are competent when judged against this role map and the successful candidate will be required to maintain that competence through continuing professional development.

- EFSM1: provide strategic advice and support to resolve operational incidents
- EFSM4: plan organisational strategy to meet agreed aims and objectives
- EFSM5: plan implementation of organisational strategy to meet objectives
- EFSM7: evaluate organisational performance against agreed measures
- EFSM8: lead organisational strategy through effective decision making
- EFSM13: select required personnel
- EFSM14: manage the performance of teams and individuals to achieve objectives
- EFSM15: develop teams and individuals to enhance work based performance
- EFSM16: manage yourself to achieve work objectives
- EFSM20: exchange information to ensure effective service delivery

Values and Behaviours

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to: the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour. People who are appointed/promoted to and/or developed in roles within the Brigade should be aiming to demonstrate the behaviours relevant to the post to which they are aspiring.

Uniform

The person appointed to this post is required to wear a uniform and will be provided with the 'Undress Uniform'; the 'Grey Book Watch Manager and above Office Wear Uniform' and the 'Workwear Uniform' as set out in the Brigade's Dress and Appearance Policy.

Category	Criteria	Measure
Qualifications Competences	<ul style="list-style-type: none"> Ability to provide Strategic Operational Command Level 4 (Fire Sector Competence – Chief Fire Officer) E Hold or attain Multi-Agency Gold Incident Command qualification (MAGIC) (Chief Fire Officer and Chief Executive Officer) E Level 7 in Leadership and Management or relevant degree (E) Ability to demonstrate competence at Strategic Gold Command (E) Executive Leadership Programme (D) Corporate Membership of the Institute of Fire Engineers (D) 	AF/AC AF AF AF AF
Experience	<ul style="list-style-type: none"> Substantial work experience at Senior Strategic level (E) Significant experience at providing strategic leadership, command and support of fire operations to resolve large complex incidents (Chief Fire Officer) (E) Considerable experience of contingency and emergency planning (E) Experience of working within a political environment with Elected Members, Members of Parliament and Government Bodies (E) Significant experience of planning and leading organisational strategy through effective decision-making and analysis of risk (E) Experience and sound understanding of financial and resource implications for a large public organisation and achievement of managing budgets in a demanding arena. (E) Successful track record of driving and managing change (E) Experience of using innovative approaches to delivering public services taking a broad view of stakeholders and partners and capitalising on the opportunities that presents. (E) Demonstrable record of improved organisational performance, significant efficiency savings and innovative new models of service delivery. (E) Substantial leadership in equality, diversity and inclusion; training and education; health, safety and wellbeing ; and values and behaviours (E) 	AF//I AF/AC AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I

Skills, Knowledge, and Aptitudes	<ul style="list-style-type: none"> • Ability to demonstrate a high level of political awareness and understanding of the structure of the Fire and Rescue Authority (E) • Ambitious, forward thinking, innovative (E) • Exceptional interpersonal skills (E) • Ability to produce detailed reports and policies (E) • Strong leadership skills to engage, influence, enable and motivate others both within the organisation and externally (E) • Thorough understanding of the local, regional and national issues facing the FRS (E) • High level of communication, negotiation, diplomacy, influencing and advocacy skills demonstrating the ability to communicate clearly and effectively in interpersonal relations, industrial relations and with the media, both orally and in writing (E) • Ability to understand differing team cultures and promote a positive work environment by upholding the organisational core values, championing equality, diversity and inclusion and employee health, safety and wellbeing (E) • Well-developed analytical skills with a proactive approach to problem identification and problem solving including complex management issues (E) • Strong commitment to learning and development to improve organisational effectiveness (E) • A high degree of personal integrity (E) • Commitment to the principles of continuous professional development (E) 	AF/I AF/I AC/I AC/AF AF/AC/I AF/I AF/AC/I AF/AC/I AF/AC/I AC/I AF/I/R AF/I
Other	<ul style="list-style-type: none"> • Current UK driving licence (E) • Baseline Personnel Security Standard and Non-Police Personnel Vetting at Level 3 and National Security Vetting at SC level. (E) 	C C

Key Criteria

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate

Chief Fire Officer / Chief Executive Officer

Cleveland Fire Brigade

Salary £170,000 *(under review) plus a leased car to the value of £11,710

Based in Queens Meadow Business Park, Hartlepool

Re-location allowance is available

An exciting opportunity exists for a values driven leader to join our high performing and innovative organisation located within the North East of England, which has a proven track record of delivering first class services to the local communities across the Teesside area.

Cleveland Fire Authority is now seeking to appoint an outstanding strategic leader who is forward-thinking, experienced in leading transformative organisational change, and who has the strategic insight to deliver our vision of continuing to be a leading fire and rescue service where our local communities feel safe and protected.

There is much to be proud of in Cleveland Fire Brigade, rated as good in all 3 areas by the HMICFRS, but we also know there is much to be done. Our determination to continually improve means we are seeking a new Chief Fire Officer (CFO) or Chief Executive Officer (CEO) who will bring a relentless focus on inspiring our people and Service to ever greater levels of performance. We do not underestimate that challenge either, as we know these are challenging times for all Fire and Rescue Services nationally, with our cultures under deserved scrutiny. We have set clear expectations on ourselves to do whatever it takes to ensure everyone in our team feels safe, supported and included.

We want to stand out from the crowd and ensure that local people continue to receive the best possible services. This will require excellent leadership, resource management, business planning and decision-making skills. Like many organisations, we have faced a period of financial pressure which means that the successful candidate must be able to demonstrate that they have what it takes to continue to drive forward our ambitious plans for the future through innovative approaches and measurable impacts. As an ambitious Fire Authority, we are working proactively to respond to these challenges, but we also recognise there are both significant and exciting opportunities too which we will build upon to help transform and improve our services – as CFO/CEO you will play a pivotal role in shaping and steering the future direction of the service.

The successful candidate will also need to demonstrate their ability to operate and influence at a strategic level in a political and unionised environment and foster collaborative approaches to working with partners both in the public and private sector. With an open and engaging style of management, you must be someone who role models the Authority's values, demonstrates the highest standards of professionalism, and have a genuine commitment to ensuring a culture of equality, diversity, and inclusion; for the people that work for us, the people that work with us and the people we serve.

If you can champion original thinking, promote excellence, drive positive and sustainable change we would like to hear from you.

The Chief Fire Officer is required to sit on the Principal Officer Rota (continuous duty), to perform command at Gold Strategic Level and Incident Command Level 4; and other Brigade duties deemed necessary. The Chief Executive Officer is required to sit on the Principal Officer Rota (continuous duty) at Multi-Agency Gold Incident Command Level.

To succeed as our next CFO/CEO you will be a trusted, inspirational role model, capable of delivering the very best climate and culture for all our people. We are ambitious and want to be at the forefront as a modern Fire and Rescue Service. Keeping all our teams at the leading edge of best practice requires constant attention and planning.

This is why we want to attract the very best for this role and so are open-minded about the leadership experiences you bring. What matters is that you share our ambition for what can be achieved, you can inspire trust from our people, and you can deliver for our communities.

For informal discussions only, prior to the application deadline, please contact Peter Buffoni-
peter.buffoni@gatenbysanderson.com 07964 877 654 or Marnie Lodhi-
marnie.lodhi@gatenbysanderson.com or 07795654812

In order to apply, please follow the link to our microsite on <https://join-clevelandfire.co.uk/>
We look forward to seeing your application soon!

The post is a critical function and as such then post holder will have access to sensitive assets. In addition to the Baseline Personnel Security Standard the successful post holder will therefore be subject to Non-Police Personnel Vetting at Level 3 and National Security Vetting at SC level.

Cleveland Fire Brigade is keen to hear from any eligible, potential candidates within groups that are underrepresented currently within our workforce. We set and expect high standards and are actively seeking to recruit from the widest range of talent and encourage applications from members of the community regardless of background, or any other characteristics.

The closing date for applications is 13:00 Friday 19th April

STAGE 1: APPLICATION

The following guidance is provided to assist you to complete your application. It is important that you complete the application fully as this forms part of the selection process for the next stage of the recruitment. To help you to complete your application you are advised to refer to:

Role Profile and Person Specification: This details the purpose of the job and the main duties involved. The personal specification lists the essential and desirable things you need to have. This also highlights how you will be measured against these criteria during the recruitment process.

Values and Ethical Behaviours Framework: Cleveland Fire Brigade has well embedded values and ethical behaviours, which are aligned to NFCC Core Code of Ethics. This document can be located on our website: www.clevelandfire.gov.uk

Suite of Plans:

- **Corporate Plan 2022-2026:** Cleveland Fire Authority's Corporate Plan 2022-26 sets out the vision of Cleveland Fire Authority for 2030 and the strategic direction for the next four years
- **Community Risk Management Plan 2022-2026:** sets out how we will manage the risks to our local communities and support the U.K's national resilience arrangements
- **Culture and People Plan 2022-2026:** sets out how we will support, train, develop and engage our staff throughout their employment to make a difference every day
- **Resource Plan 2022-2026:** sets out how we will use and manage our financial, human and technical resources to improve effectiveness, efficiency and the environment



Applications will be shortlisted by the Chair and Vice Chair of Cleveland Fire Authority.

Successful applicants at this stage will be invited to the next stage of the recruitment and selection process

STAGE 2: ASSESSMENT

All candidates will be required to complete the personality profiling, however the Incident Command Assessment will be required for Chief Fire Officer candidates only.

PERSONALITY PROFILING

We utilise a personality profiling tool based aimed at increasing self-awareness and enables stronger relationships within teams.

Profiling will help to identify, for example, if you are a strategic thinker, have emotional intelligence, are innovative and open-minded, are someone who takes ownership and if you are an engaging and influential communicator.

This is an on-line assessment which takes approximately 15-20 minutes to complete and is accessed via a link direct to the profiling assessor

Further information regarding I3 personality profiling is available via: www.i3profiling.com

INCIDENT COMMAND ASSESSMENT

This is an operational incident command assessment aligned to Level 4 Strategic Incident Command. The purpose of the assessment is to assess your decision-making abilities through the following phases of effective command methodology:

- Information gathering
- Decision making
- Incident review
- Planning
- Command and control
- Communication including media interview (recorded)
- Evaluation

This is an on-line assessment undertaken by an appointed training provider using qualified and experienced incident command assessors.

Further information visit Peter Stanley Training: <https://peterstanleytraining.com>

Full details regarding dates, times and log in details will be sent to you in your invitation letter.

STAGE 3: INTERVIEW

The interview will be conducted at Cleveland Fire Brigade Training & Administration Hub, located in Hartlepool.

The strategic level interview will include a short presentation, the focus of which will be included in your invitation letter.

The panel will comprise members of Cleveland Fire Authority Executive Committee - full details regarding Cleveland Fire Authority and its members can be found on the Brigade's external website: www.clevelandfire.gov.uk

CHIEF FIRE OFFICER/CHIEF EXECUTIVE OFFICER: JOB DESCRIPTION, ROLE PROFILE AND PERSON SPECIFICATION

Purpose of the job:

As Head of Paid Service, the CFO/CE acts as a Principal Advisor to the Fire Authority and along with the Authority's Legal and Monitoring Officer and Treasurer, provides the professional advice required in order that the Authority can efficiently and effectively discharge all responsibilities imposed upon it by statute and guidance. In particular the CFO/CE is responsible for supporting Elected Members and working with Stakeholders to develop and deliver the Authority's vision, goals and priorities and advising on key business decisions, service risks and strategy and organisational performance.

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As senior operational commander in the Brigade, the CFO/CE is required to perform operational command at Gold Strategic Command level and sit on the Principal Officer command rota with the other Principal Officer operational commanders. Outside of this rota the CFO/CE will be expected, with the exception of annual leave and sick leave, to be continuously available to the Authority and Brigade for appropriate duties and tasks as may be necessary.

Key Duties and Responsibilities:

Corporate:

1.1 To provide continuous professional support to the Fire Authority in the efficient and effective discharge of all of its statutory responsibilities

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1.5 To champion and drive continuous improvement and efficiency, and achieve improved value for money and high-quality outcomes for the residents of Teesside through:

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ABOUT THE ROLE

Role Map:

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Uniform:

The person appointed to this post is required to wear the appropriate uniform as set out in the Brigade's Dress and Appearance Policy.