



# Shropshire Fire and Rescue Service

Putting Shropshire's Safety First



## Candidate Pack

### Deputy Chief Fire Officer

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# Welcome Message From Chief Fire Officer, Simon Hardiman



## Dear Applicant,

As Chief Fire Officer, I am seeking a Deputy Chief Fire Officer to assist in leading and developing an organisation, that provides excellent services to our communities, and I am delighted that you are interested in being part of the future in Shropshire Fire and Rescue Service.

Our most significant asset are our people, and I am looking for an exceptional individual, with the skills, talent and commitment to lead and work alongside our outstanding workforce, a supportive Fire Authority, and partners to serve our communities. By joining the Service, you will be making a positive difference to the lives of all those who visit, reside, work or travel within Shropshire.

Following inspection by His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS) in 2023, it is clear that the Service has more work to do and the role of Deputy Chief Fire Officer will be critical in ensuring continuous improvement and supporting our journey towards outstanding.

Shropshire is England's largest inland county occupying approximately 1,350 square miles. The county is rich with history, having in excess of 500 listed buildings. It is also home to Ironbridge Gorge World Heritage Site, universally accepted as the birthplace of the industrial revolution. The English counties of Cheshire, Staffordshire, Herefordshire and Worcestershire and the Welsh counties of Powys and Wrexham bound Shropshire, and we are one of the UK's most rural counties. With a relatively low population spread across a large area, this brings a unique set of challenges for a service of our type.

We are committed to working in partnership and have links with our neighbouring Fire and Rescue Services, most notably an alliance with Hereford and Worcester F&RS. This partnership is delivering a major project that aims to increase resilience within our Fire Control team, through the introduction of a new command and control system and aligned working practices. We also collaborate closely with Shropshire Council, Telford and Wrekin Council, West Mercia Police, West Mercia SAR & West Midlands Ambulance Service to help deliver a better service to our community.

As Deputy Chief Fire Officer, you will be at the heart of decision making and strategic thinking which will help to shape the future of the service. You will also be part of the Brigade Manager rota providing Gold Command Cover. I welcome applications from qualified, experienced Strategic Managers who are able to demonstrate a successful track record of achievement and the ability to provide strong leadership at a pivotal time for the service.

There is more work for the Service to do, and my expectation is that the successful candidate will contribute to further developing the culture and values of our Service, whilst providing strategic direction, achieving high performance and building effective working relationships with partner organisations, in order to shape the future services provided to the people of Shropshire and Telford and Wrekin.

Thank you for taking the first step towards joining us; I look forward to hearing from you and wish you every success with your application.

**Simon Hardiman, Chief Fire Officer**

A handwritten signature in black ink that reads "Simon Hardiman".



# About the Role

## Deputy Chief Fire Officer

**Salary: £116,742 pa (+ benefits, car & relocation package)**

We are excited to announce an opportunity for an inspiring inclusive leader to join our Executive Leadership Team as Deputy Chief Fire Officer (DCFO).

Governed by Fire Authority members, Shropshire Fire and Rescue Service employs over 550 dedicated staff operating across 23 Fire Stations covering over 1,346 square miles, serving a diverse population of over 490,000 people. The county of Shropshire has a varied risk profile covering an area of 1,346 square miles, with the busy towns of Shrewsbury and Telford at its centre. This sparsity, combined with the heritage sites such as the Ironbridge Gorge, Wroxeter Roman City and Wenlock Edge and the challenges of two growing vibrant towns creates a challenging and interesting risk profile. This requires both established and innovative ways of working. We are seeking a DCFO who will provide strategic leadership, will encourage fresh thinking, create collaborative opportunities and champion inclusivity in all aspects of our work.

In 2025, Shropshire Fire and Rescue Service will launch our 2025-2028 Community Risk Management plan. The postholder will be critical in shaping our plan, ensuring it reflects our commitment to delivering the best possible service to Shropshire through defined strategic priorities.

We are seeking applications from high-performing and high-potential qualified competent Senior Managers who are able to demonstrate experience of operating effectively at Strategic Manager level, have a successful track record of achievement and the ability to provide strategic leadership. Ideal candidates will be able to evidence a range of skills and experiences that are key to the core responsibilities in strategic leadership of functions and operational command. The full job description begins on the next page.

The Deputy Chief Fire Officer post forms part of the Brigade Manager Rota and as such is required to provide executive, operational and Gold Command cover. Gold Book conditions apply and the successful candidate will be provided with a service vehicle.

Our staff are our greatest asset, together with the Executive Leadership Team and the Service Management Team you will play a key role in advancing our service, enhancing our organisational culture, and embedding positive change. Listening to, and valuing, our staff is at the core of our leadership approach. Shropshire Fire and Rescue Service is proud of its strong community links and high on-call availability, showcasing our staff's daily commitment. Our full-time firefighters are always ready to respond to a wide range of incidents and engage with the community at every opportunity.

If you would like an informal, confidential discussion about this role, please contact Dawn Faulkner and Helen Sawbridge at Faerfield, on 0121 312 3755 or [dfaulkner@faerfield.co.uk](mailto:dfaulkner@faerfield.co.uk).

***Shropshire Fire and Rescue Service have a strong commitment to equality, diversity and inclusion, aiming to recruit a workforce that reflects our diverse communities. We welcome applications from all qualified individuals, regardless of age, disability, gender identity, marital status, pregnancy, race, religion, sex, or sexual orientation. We ensure fair and consistent treatment for all applicants, including reasonable adjustments for disabilities.***

## Job Description

### Deputy Chief Fire Officer

#### Job Purpose

- The Deputy Chief Fire Officer will provide operational and organisational management and leadership for Shropshire Fire and Rescue Service.
- The primary role of the post holder is to deputise for the Chief Fire Officer in the maintenance and development of effective service provision, responsive both to the needs of the Fire Authority and the community.
- Having responsibility for a number of functions as required by the Chief Fire Officer and a member of the Service Management team, the post will make a significant contribution to the Service's vision, strategy and policy development.
- To secure continual improvement, the Deputy Chief Fire Officer will contribute to monitoring and managing performance of the Service and will ensure that all strategic and departmental objectives within their respective functions are delivered.
- The post holder will provide information and advice to the Fire Authority and to Members and Chief Officers of its partners on all matters related to the broader responsibilities of the Service.
- The Deputy Chief Fire Officer will assist with the responsibility for administering the revenue and capital expenditure programme.
- As deputy to the Chief Fire Officer the post will also liaise with senior politicians locally and nationally, securing the best outcomes for the Service.
- The Deputy Chief Fire Officer will exercise independent judgment, skills and due diligence in all activities.

#### Principal Responsibilities - Corporate

The Deputy Chief Fire Officer will:

- Be responsible for the management, direction and performance of Shropshire Fire and Rescue Service to ensure that it fulfils its statutory and non-statutory obligations to the community, and that recommendations are implemented as directed by the Members of the Fire Authority and its committees, working as a member of the Executive Leadership Team and supporting the Chief Fire Officer.
- Be active in promoting the Service vision, aims and values and act as an Ambassador of the Fire Authority and Service in the community.
- Take responsibility and accountability for the performance and achievement of corporate objectives through the effective leadership of functional teams.
- Be an effective member of the Executive Leadership Team, contributing to the formulation and review of policy and strategic direction service wide.

- Provide professional advice and assistance to the Chief Fire Officer and Members of the Fire Authority, producing reports, briefings and research documents as appropriate.
- Represent the Service and the Fire Authority at key events at local, regional and national level that enhance and support the reputation of the Fire Authority as a progressive organisation and raise civic awareness of the wider role of Shropshire Fire and Rescue Service.
- Champion and promote continuous improvement and efficiency, achieving improved value for money and high-quality outcomes for the residents of Shropshire and Telford and Wrekin.
- Ensure all staff within the Service have the opportunity to develop personal potential within the agreed corporate and functional goals and priorities.
- Champion and promote the Authority's Equality and Diversity policies and procedures, acting as an exemplar of behaviour.

### Principal Responsibilities - Deputy Chief Fire Officer

- To deputise for the Chief Fire Officer.
- To be responsible for the leadership and management of their functional areas, ensuring that the relevant corporate performance indicators and objectives are met in a timely and professional manner.
- To function as a Brigade Manager within the National Incident Command System, including providing out of hours cover on a continuous rota basis for operational incidents at Gold/ Strategic level within Shropshire.
- Representing the Fire Authority at events that present a significant risk to the community, provide strategic leadership and support and liaise with key personnel from other agencies / services to ensure efficient event management and resolution.
- Conduct consultation and negotiation with representative bodies in order to manage change in a constructive and positive climate of effective employee relations.
- Ensure the Fire Authority's statutory responsibilities are carried out effectively and within legislative and policy requirements.
- Contribute to and promote co-operative working across the Service in order to develop and implement efficient and effective working arrangements to achieve the required standards of service delivery.
- Manage and develop teams and individuals to ensure that the current and future needs of the communities, key stakeholders and the Fire Authority are met.
- To have responsibility and accountability for the efficient and effective management of the budget, ensuring expenditure is contained within pre-set limits.

## Contacts outside the Organisation

The post holder has frequent and regular contact with a wide range of stakeholders both locally and nationally, including:

- Chief Executives of Local Authorities
- Leaders of Local Authorities
- Chief Executives and senior managers of other authorities including Health providers, Education and Probation
- Ministry of Housing, Communities and Local Government, Home Office, Ministers and Senior Civil Servants and their Agents at national and regional level
- External Auditors
- Voluntary sector and community leaders
- National Fire Chiefs Council
- His Majesty's Inspectorate of Constabulary and Fire and Rescue Services
- Local Government Association
- Environment Agency
- Trade Union Organisations and representatives
- Chief Constable and Senior Police Officers locally

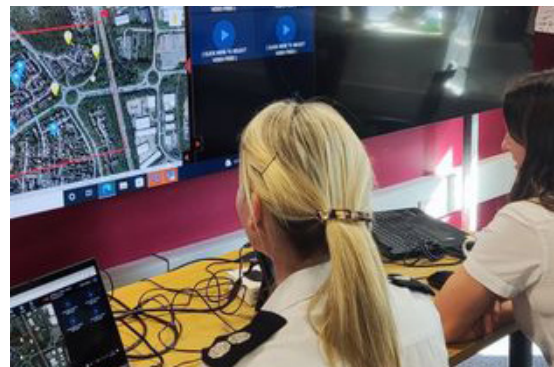
## Special Notes and Considerations

The Chief Fire Officer may, from time to time, change references and principal accountabilities of the Deputy Chief Fire Officer.

The role is within the National Incident Command System. It is a requirement for the post holder to provide a base, approved by the CFO, to provide Gold Command cover.

## Status of job description

Amended December 2024.



## Person Specification

### Values and Philosophy

We value and respect each other's abilities and differences and aim to be recognised as an excellent service in all respects. Treating each other fairly and with respect is central to our culture ensuring that everyone has the opportunity to realise their full potential within a learning organisation. We value openness, honesty and integrity and have a very high regard for the health, safety and wellbeing of all our people.

### Experience

#### Essential

- Demonstrable strategic level experience gained in an Emergency Response Organisation
- Demonstrate competence at Incident Command Level 7 or equivalent.
- Experience of working with key agencies to deliver an integrated and effective emergency response.
- Experience of taking part and providing strategic and risk critical advice in a multi-agency event.
- Experience of business improvement.
- Experience of managing and delivering complex projects within an organisation, using project management methodology.
- Experience of creating constructive industrial relations in a multi unionised environment.
- Proven experience in managing change in a complex, dynamic environment.
- Proven experience in strategy development and implementation, improvement planning and performance management.
- Experience of meeting statutory requirements within a legislative framework.
- Experience of financial/budget management.
- Development and Management of teams and individuals.
- Production of correspondence and reports for Senior management / Authority level.

#### Desirable

- Experience of managing critical incidents in a Fire and Rescue Service context.



## Qualifications and Training (aligned to NFCC Core Learning Pathway for Leadership and Management)

### Essential

- L7 Leadership and Management Apprenticeship (Senior Leaders Apprenticeship Masters) or equivalent:
  - ILM/CMI L7 in Leadership and Management
  - Executive Leadership Programme (ELP) (Post Graduate Certificate in Senior Leadership)
  - MBA/L7 equivalent
- Strategic Incident Command Level 7 or equivalent.
- Advanced Incident Command (L6) Tactical
- Clear evidence of continuous professional development.

### Desirable

- JESIP MAGIC
- L5 Coaching
- IOSH Safety for Executives and Directors
- Lead IQA/ EQA Qualification
- Programme Management

## Knowledge & Skills

### Essential

- Detailed knowledge of current legislation related to risk reduction strategies.
- Professional and managerial competence to plan, direct and evaluate performance in appropriate functional areas.
- Understanding of the political, economic and environmental context of a public service in terms of governance, stakeholders and communities.
- Awareness of broad business concepts including risk and financial management, performance management and organisational effectiveness.
- Highly developed influencing ability and skills tuned to achieving change, often through negotiation and persuasion.
- High level skills that demonstrate ability to balance priorities, build consensus and support for a plan of action and influence a wide external network.
- Effective communication skills including making confident and engaging presentations, chairing and facilitating meetings effectively, producing concise and clear summaries and papers and leading dialogue for effective change management.
- Evidence of understanding of the Government's Reform for Fire and Rescue Services.

- Public relations and media management skills.
- Awareness of public sector funding arrangements.
- Working knowledge of National and Local Government including relevant partnerships and how these relate to Fire Service.
- Awareness and understanding of Health & Safety and Equality & Diversity legislation.

### **Desirable**

- Awareness of the social and economic challenges in Shropshire.
- Knowledge of wider social, environmental and economic issues and appreciation of integrated service delivery to improve community wellbeing, working with partners to achieve the best outcomes for the communities of Shropshire and Telford and Wrekin.

## **Leadership & People Management**

The Deputy Chief Fire Officer will demonstrate ability to:

### **Essential**

- Lead the development of strategies and policies that contribute to the delivery of the organisation's objectives.
- Be an effective change agent and champion of continuous improvement with successful track record of leading through influence at all levels.
- Direct, motivate and manage a number of teams with different, but related, roles and build synergy between them.
- Develop and communicate a clear sense of direction, setting priorities and empowering others to deliver effectively and efficiently.
- Inspire and motivate others to deliver effectively and efficiently.
- Ensure all staff within the Service have the necessary support and development to continually improve their skills, competencies and performance and thereby achieve their full potential, through coaching and mentoring.
- Demonstrate strong personal integrity, be approachable and visible, with the ability to give credible, objective advice, gaining commitment and overcoming obstacles to achieve sustainable outcomes.
- Promote the success of the organisation internally and externally.
- Evidence to support continual professional development and act upon 360 feedback to improve personal performance and impact.

### **Desirable**

- Successful completion of the Executive Leadership or similar leadership programme.

## Analysing and Decision Making

The Deputy Chief Fire Officer will demonstrate ability to:

### Essential

- Understand a large amount of detailed information on a wide variety of subjects and absorb details quickly in order to take key decisions.
- Analyse performance data and identify trends, prepare reports and presentation with good computer skills.
- Work under pressure and to tight deadlines.
- Exercise independent judgment.

### Other essential factors

- An ability to meet the contractual requirements of the role whilst maintaining a work-life balance
- Maintaining a current driving licence



## Terms and Conditions of Employment

### Pay

A salary of £116,742 which is subject to national pay reviews which may be undertaken at the discretion of the Fire Authority.

### Contract

The appointment is permanent and full-time. The terms and conditions of employment are agreed under the National Joint Council for Brigade Managers of Fire and Rescue Services (Gold Book) as adopted by the Fire Authority.

### Location

The post is based at Fire Service Headquarters, St Michaels Street, Shrewsbury, SY1 2HJ. However, the place of work may be anywhere within the Shropshire Fire Authority area with travel outside the boundary as required.

### Hours

Basic 42 hours per week and a requirement to provide gold command operational cover on a rota basis. May be required to work any reasonable additional or regular hours necessary to ensure the proper performance of the duties of the post, without additional payments being made.

### Annual Leave

Annual leave allowance of 38 days plus 2 days for Public Holiday commitment working applies to the post. Locally agreed arrangement.

### Vehicle

The postholder will be provided with a service vehicle. It is a condition of appointment that the postholder maintains a current driving licence.

### Notice

The appointment is subject to six months notice of termination on either side.

### Pension

The appointment carries eligibility to join the Firefighters pension scheme or the New Firefighters pension scheme as amended from time to time for candidates from an operational background.

### Operational Base

You are required to participate on the Gold Command rota and provide a base within defined boundaries as agreed with the Chief Fire Officer. Further information available on



request.

## **Pre-employment Checks**

Any offer of employment will be subject to two satisfactory references being received (one from your present employer) and medical clearance by the Service's Occupational Health Adviser.

## **Criminal Convictions**

An offer of employment will be subject to the receipt of a satisfactory DBS check, failure to declare an unspent criminal conviction may lead to an appointment being terminated.

## **Relocation**

A resettlement allowance is available and further information is available on request.

## **Political Restrictions**

Under the provisions of the Local Government and Housing Act 1989, the postholder will be subject to political restrictions. The postholder will be expected to maintain political neutrality in relation to the work of the Authority.

## **Code of Conduct**

The postholder will be required to observe the requirements of the Fire Authority's Standing Orders, internal policies and any national provisions in this respect. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Authority.



## Application Process

The selection process will be undertaken by The Chief Fire Officer and Fire Authority Members. The process will also involve members of the Senior Leadership Team, and HR and Media Consultants. The selection process comprises of three stages as follows:

### Stage One

Technical Interview with an independent Chief Fire Officer and independent Consultant

### Stage Two

Media Assessment with independent Media Consultants  
Behavioural assessments and feedback

### Stage Three

Presentation to Independent Partners on a topic given prior to the interview  
Formal Panel Interview

**Closing date for applications:** Wednesday 26 February 2025

**Technical Interviews:** Monday 10 March 2025

**Assessment Centre and Final Interviews:** week commencing 31 March 2025

## Reasonable Adjustments and Accommodations

It is important that you consider at an early stage of the process if you would like to request arrangements that will assist you in completing the selection process. Any requests for reasonable adjustments will be treated with the utmost confidence. The successful candidates will be issued with a conditional offer and will undergo pre-employment checks including medical and referencing prior to the issue of a formal offer of appointment. Feedback will be available to both successful and unsuccessful candidates upon request after the process has concluded.

## To apply for this role

We recommend you speak to our retained consultants at Faerfield, who will discuss the role with you in more detail. They will also be able to arrange a conversation with Simon Hardiman, Chief Fire Officer.

Dawn Faulkner - [dfaulkner@faerfield.co.uk](mailto:dfaulkner@faerfield.co.uk); 0121 312 3755  
Helen Sawbridge - [hsawbridge@faerfield.co.uk](mailto:hsawbridge@faerfield.co.uk); 0121 312 3755

To submit an application, please visit [www.faarfield.co.uk/shropshirefrs](http://www.faarfield.co.uk/shropshirefrs) and go to the bottom of the page. If you hit the 'apply' button, you will be taken to an application form for this role. When prompted, please submit your CV and a Supporting Statement (no more than four sides of A4 each).

## About Shropshire

Shropshire in the West Midlands is bordered by Wales to the west and the English counties of Cheshire (north), Staffordshire (East), Worcestershire (south-east) and Herefordshire (south). The five main towns are the county town of Shrewsbury, Telford, Oswestry, Bridgnorth and Ludlow.

The Shropshire Hills area of outstanding natural beauty lies to the south, covering about a quarter of the county, and Ironbridge Gorge (with its famous bridge) is a UNESCO World Heritage Site and the area around Coalbrookdale is seen as one of the birthplaces of the industrial revolution.

During the medieval period the county was central to the Welsh marches and many of the castles built across it to defend against the Welsh still stand today (the border with Wales remaining fluid until the 14th century).

The River Severn runs through the county exiting into Worcestershire, and 41 miles of navigable canals (including the Shropshire Union) are managed by the Canal and River Trust. There are also two major water supply aqueducts (supplying Birmingham and Liverpool).

The county is well-served by road and rail with train lines in the West Midlands, Wales and to London Euston (Shrewsbury being the main rail hub). Telford and Shrewsbury are the main retail centres.

There are plenty of things to do in Shropshire with great walking (perhaps on the Long Mynd or Offa's Dyke), numerous historical sites to visit (Roman, medieval and more modern industrial), and heritage rail and waterways to travel on. The county offers also offers both town and country living.







# The Workplace Charter

Shropshire Fire and Rescue Service have created the Workplace Charter which incorporates the core code of ethics for Fire and Rescue Services in England

## Organisational Effectiveness



- We will explore and embrace alternative ways of working, to achieve our common purpose using the benefits of technology
- We will listen to our colleagues and the public and communicate information to them that is lawful, relevant and timely
- We understand how our roles contribute to the aims of the Service
- We are responsible for the health, safety and wellbeing, of ourselves and others

## Outstanding Leadership



- We will create an inclusive environment where people can be the best they can be, supporting each other through encouragement and motivation
- We will recognise and challenge inappropriate behaviour, providing support to those who do raise it
- We are open to giving and receiving constructive feedback
- We will be visible, accessible, honest and transparent in order to build trust
- We are accountable for our actions and behaviours

## Service Delivery



- We will share our ideas to create improvement and development opportunities
- We will share responsibility to work together to solve problems effectively
- We are committed to, and understand, our responsibility towards safeguarding
- We will provide an efficient and productive service considering the needs of our colleagues and our communities

## Personal Impact



- We consider the impacts of our actions on others
- We always welcome alternative views and feedback
- We contribute to an inclusive culture remaining respectful of any differences we may have
- We will remain professional at all times and act with integrity
- We will encourage discussion to improve our wider understanding of health and wellbeing
- We will take care of, and protect, our personal data
- We are responsible for our own development and that of others

The Workplace Charter has been created by our people and sets out the standards of behaviour expected in the workplace. It is supported by the representative bodies.





## Additional Information

For additional information, please follow these links:

### **Shropshire Fire and Rescue Service**

[Shropshire Fire and Rescue Service Website](#)

[Service organisation and financing](#)

[About the Service](#)

[About the Shropshire and Wrekin Fire and Rescue Authority](#)

### **Tourism**

[Visit Shropshire](#)

### **Relocating to Shropshire**

[Rightmove](#)

[Zoopla](#)

[Shropshire schools](#)

### **Living and Working in Shropshire**

[The Marches Local Enterprise Partnership](#)





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