



Llywodraeth Cymru  
Welsh Government

## Chief Fire and Rescue Adviser and Inspector for Wales

**Welsh Government**

### Job and Person Specification





## **Purpose of Post**

Fire and Rescue functions are fully devolved to Wales and the Welsh Government works closely with the three Welsh Fire and Rescue Authorities to bring about safer communities.

The Chief Fire and Rescue Adviser and Inspector for Wales is the principal professional adviser to Welsh Ministers on fire and rescue matters.

Subject to designation by Her Majesty in Council, the post-holder will also have the status of Chief Inspector under section 28 of the Fire and Rescue Services Act 2004. Accordingly, the post holder will also be responsible for carrying out certain functions of an "enforcing authority" under the Regulatory Reform (Fire Safety) Order 2005 including arrangements for ensuring the inspection of Crown premises.

This is a high profile role that demands drive, strategic thinking and a skill set to deliver a broad range of responsibilities requiring technical, regulatory and policy understanding.

## Key responsibilities

Accountable to the Deputy Director of Community Safety, the post holder will:

- Provide advice to Welsh Ministers and officials on matters of operational preparedness, performance, structure and organisation of Fire and Rescue Authorities in Wales.
- Advise on fire safety aspects of the Welsh Government's response to the Grenfell Tower fire and subsequent reviews of building safety and the implementation of lessons arising from the inquiries into it; and advise on any other major incidents involving the Service.
- Manage 2 full-time staff – an Assistant Adviser and an employee of a FRA who undertakes Crown inspections.
- Carry out the functions of an inspector for the purposes of section 28 of the Fire and Rescue Services Act 2004 and all such functions which are, by that Act or otherwise, the responsibility of such an inspector.
- Work with FRAs in Wales and provide challenge where appropriate on specific policy and operational areas with an aim to increase collaboration, quality standards and professional expertise.
- Identify good practice in the governance, management and delivery of fire and rescue services, and promote continuous improvement in Wales.
- Act as a conduit between other bodies and administrations in relation to Fire and Rescue Service issues.
- Assist the Fire and Rescue Services (FRS) to assess their operational preparedness and maintain an overview of Risk Reduction and Improvement.
- Carry out thematic reviews of Fire and Rescue issues and publish reports and make recommendations.
- Contribute to National Resilience, Planning and Policy including assessment of FRS business continuity arrangements and capabilities.
- Establish and maintain positive relationships with counterparts elsewhere in the UK; represent the Welsh Government at National and International level; and interact with the media when required.

## Person Specification

The successful candidate will be expected to demonstrate:

- Recent experience of working at Chief Fire Officer level within the Fire and Rescue Service in the UK.
- Excellent understanding of Fire and Rescue Service current issues.
- Evidence of driving effective change at the highest level, working within a complex and politically-charged environment.
- Excellent communication skills, with the ability to explain complex issues.
- Evidence of influencing government and policy-making at a senior level on a national scale.
- A proven track record of championing and mainstreaming equality and diversity.
- A clear understanding of the context in which fire and rescue services are provided in Wales.

## Welsh Language

Welsh language skills are not essential for this post. However, we welcome applications from people that have the ability to communicate orally and in writing through the medium of Welsh.

## Competencies

Applicants are also required to demonstrate competency against the full range of leadership and SCS core skills identified for Senior Civil Servants as part of the Civil Service competency framework. Details of these skill areas, together with more information on the professional knowledge and related experience expected of the potential post holder can be seen at:

- [Civil Service Competencies](#)

All Civil Servants are expected to conduct themselves in accordance with the Civil Service Code.

## **Terms of appointment**

What are the terms on offer?

The post is advertised on a fixed term basis initially for 2 years, beginning of June 2018 with the possibility of an extension for up to a further 2 years by mutual agreement.

## **Work Pattern**

The post is part-time, with a typical commitment of two days per week although flexibility to meet business needs is expected. It is not considered suitable for job sharing.

## **Location**

The post holder may work from any of the Welsh Government Offices or from home, for which suitable equipment will be provided. However, regular travel to Cardiff and other locations in Wales will be essential to liaise with Ministers and senior officials, and with Welsh FRAs. Where travel is necessary, reasonable travel costs will be provided.

## **Further information**

For an informal discussion about the post, please contact the current Chief Adviser, Des Tidbury QFSM, on 07823 342502 or [Des.Tidbury@gov.wales](mailto:Des.Tidbury@gov.wales)

## **Remuneration**

The salary for this role will be circa £44,000 (pro rata based on an annual salary of £110,000).

The SCS pay system is a simple broadband structure based on job evaluation groups. The structure has three core bands, Deputy Director, Director, Deputy Permanent Secretary and Director General. This role is at Deputy Director (SCS1) level.

## **Annual leave**

The successful candidate will be appointed on the modernised Senior Civil Service terms and conditions.

## **Promotion**

If an existing civil servant is promoted into or within the Senior Civil Service, their annual leave allowance is based on their period of continuous employment in the Civil Service, as shown below:

## **Length of service**

- Up to 1 year - 25 days annual leave entitlement
- 1 year - up to 2 years - 26 days annual leave entitlement
- 2 years - up to 3 years - 27 days annual leave entitlement
- 3 years - up to 4 years - 28 days annual leave entitlement
- 4 years - up to 5 years - 29 days annual leave entitlement
- 5 years or more - 30 days annual leave entitlement

## **Retirement**

There is no mandatory retirement age for Senior Civil Servants.

## **Terms and Benefits**

- Pension Scheme
- Occupational Health Services, including counselling and eye care provision.
- The Welsh Government has a range of family friendly policies in place and is supportive of people with caring responsibilities. We offer a range of leave provisions including:
  - Carers' Leave
  - Paid and unpaid maternity leave
  - Flexible paid paternity leave
  - Flexible paid adoption leave

## **Pension scheme**

The Welsh Government offers an attractive occupational pension scheme. Details of the current scheme can be found on the Civil Service Pensions website at: <http://www.civilservicepensionscheme.org.uk/>

## **Conflicts of interest**

Candidates must note the requirement to declare any interests they may have that might cause questions to be raised about their approach to the business of the Welsh Government.

They are required to declare any relevant business interests, share holdings, positions of authority, retainers, consultancy arrangements or other connections with commercial, public or voluntary bodies, both for themselves and for their spouses/partners.

The successful candidate will be required to give up any conflicting interests and his/her other business and financial interests may be published.

## **Official Secrets Act**

The post is covered by the Official Secrets Act.

## **The Civil Service Commissioners**

The Welsh Government's recruitment processes are underpinned by the principle of selection for appointment on merit on the basis of fair and open competition as outlined in the Civil Service Commissioners' Recruitment Principles which can be found at:

<http://civilservicecommission.independent.gov.uk/>

If you feel your application has not been treated in accordance with the Recruitment Principles and you wish to make a complaint, you should contact the HR Director Office of the First Minister and Cabinet Office, Welsh Government, Cathays Park, Cardiff CF10 3NQ in the first instance. If you are not satisfied with the response you receive from the Welsh Government you can contact the Office of the Civil Service Commissioners.

## **Guaranteed Interview Scheme**

The Welsh Government, as an Equal Opportunities Employer and a Disability Confident organisation actively encourages applications from disabled people, and operates a guaranteed interview scheme for disabled people (as defined by the Equality Act 2010).

Candidates who meet the minimum essential experience, skills, ability, knowledge and qualifications criteria for this appointment set out in the person specification will be guaranteed an invitation to an initial interview. If you qualify for this scheme please make this clear in your covering letter.

Please also advise us of any special arrangements for interview you will require, to enable us to make the appropriate arrangements. If you are successful in being appointed, we will work with you to ensure the necessary reasonable workplace adjustments are in place at an early stage.

## **Diversity and Equality**

The Welsh Government is committed to providing services which embrace diversity and which promote equality of opportunity. Our goal is to ensure that these commitments are embedded in our day-to-day working practices with all our customers, colleagues and partners. The Board has an Equality Champion and receives regular updates on equality and diversity. It has a target of women making up 50% of the Senior Civil Service by 2020



To do this we are committed to valuing diversity and celebrating difference within our workforce, with the aim of being an exemplar of diversity and inclusion by 2020. We are currently ranked 12th in the UK in the Stonewall Top 100 list of employers, we are a Stonewall Diversity Champion, a Disability Confident Level 3 (Leader) organisation and received gold status in the a:gender health check. Key to supporting this work and providing peer support are four Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethic Support Network (MESN); Prism (Lesbian Gay Bisexual Transgender Intersex +) and Women Together.

Disabled people, those from a BAME background, women and people identifying as LGBTI+ are under-represented in the Welsh Government Senior Civil Service and we actively encourage you to apply if you are from one of these groups.

### **Pre-appointment checks**

Before the appointment of the successful candidate can be confirmed, the Welsh Government will undertake background and security checks. As part of this, we will need to confirm your identity, check your employment history over the past five years, nationality and immigration status, Health, and criminal record (unspent convictions only). The successful candidate must hold or be willing to obtain security clearance to SC before taking up post. The time scales for security clearance can vary however from receipt of completed paper work it can **take between 10 to 12 weeks**.

### **Application Process**

We welcome applications in Welsh or English. Applications made in Welsh will not be treated less favourably than those made in English.

Completed application form, an up to date CV, together with a personal statement of suitability for the post should be submitted by via the Welsh Government on line system by **23:55pm 27 February 2018**.

**Interviews will be held at the Welsh Government Offices, Cathays Park, Cardiff on 29 March 2018.**

The Welsh Government encourages flexible working.