



Bedfordshire Fire and Rescue Service

Information pack for the post of:
CHIEF FIRE OFFICER AND CHIEF EXECUTIVE

LEAD OUR TEAM



Find us on social media @bedsfire



Our mission is to provide outstanding fire and rescue services that help make Bedfordshire safer.

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WELCOME



MESSAGE FROM COUNCILLOR JOHN CHATTERLEY, CHAIRMAN OF BEDFORDSHIRE FIRE AUTHORITY

On behalf of Bedfordshire Fire Authority, it is my pleasure to extend a warm welcome to all potential candidates for our Chief Fire Officer and Chief Executive position.

Due to the retirement of our current Chief Fire Officer, we are seeking an inspirational and talented individual to lead our Service on the next phase of our journey of change and improvement.

Our mission is to provide outstanding fire and rescue services that help make Bedfordshire safer.

We were last inspected by HMICFRS in 2018 where they assessed Bedfordshire Fire and Rescue Service's overall effectiveness as good. We are making continuous progress in implementing changes to further enhance our Service. We are due to be re-inspected in February 2021.

Bedfordshire Fire and Rescue Service is made up of an engaged and dedicated team of around 600 talented and diverse individuals. We are a progressive and community focused organisation that works as one team to deliver prevention, protection and response services to keep the residents of Bedfordshire safe. Our resilient workforce is made up of both operational and professional/support staff.

To protect our communities and respond to emergency calls we have 14 strategically positioned Fire Stations, an Emergency Communication Centre and Headquarters. We are committed to delivering an even better Service for our communities, our staff and our partners. Therefore, finding the person with the specific skills, values and experience to facilitate our journey to be an outstanding Service is critical to our success. As a Fire Authority, we are committed to identifying and supporting the right person for this tremendous opportunity.

The successful candidate will have a passion for public service, a commitment to continuous improvement and the collaborative leadership skills to guide our Service. If you believe you possess the skills, experience and vision that this role deserves, we would be keen to hear from you and wish you every success in the process.

Yours sincerely,
Councillor John Chatterley

Councillor John Chatterley



Chairman of Bedfordshire
Fire and Rescue Authority

John A. Chatterley



Bedfordshire
Fire and Rescue Service

Bedfordshire Fire and Rescue Service: JOB DESCRIPTION AND PERSON SPECIFICATION



JOB DESCRIPTION

POST TITLE

Chief Fire Officer and Chief Executive

RESPONSIBLE TO

The Fire and Rescue Authority



Bedfordshire Fire and Rescue Service

OVERALL PURPOSE OF THE JOB

As the Chief Fire Officer you will be the senior leader in the Service and will provide strategic leadership and command to all staff and overall co-ordination of the Fire and Rescue Service (the Service). This includes development of best practice, organisational strategy and exploring opportunities for joint working with our partners in order to ensure efficiency and effectiveness.

This role has two complementary elements, in this role you are also the Head of Paid Service and the principal professional adviser to the Fire Authority (the Authority) and for ensuring, along with the Authority's Monitoring Officer and Treasurer that the Authority can effectively discharge all responsibilities imposed upon it by statute and guidance.

KEY ACCOUNTABILITIES OF THE POST

- | | |
|---|--|
| <ul style="list-style-type: none">• Provide vision, innovation and strategic leadership when formulating, implementing and leading key strategies, policies and plans that provide an effective and efficient fire and rescue service that meets current and future public need.• Provide highly visible leadership, communicating a clear direction aligned to Service priorities and objectives in order to build a culture of trust, high performance and continuous improvement. | <ul style="list-style-type: none">• Be responsible for operational command of the Service. Attend and take strategic command at operational incidents, in the most-high risk and high-profile instances in order to protect the public and ensure an appropriate and effective response.• Ensure effective management arrangements and processes are in place by leading, inspiring and engaging the Principal Officer team and the Corporate Management Team. Facilitating effective decision-making and robust performance management against the Service vision, goals and objectives. |
|---|--|

JOB DESCRIPTION CONT...

KEY ACCOUNTABILITIES OF THE POST CONT...

- | | |
|--|--|
| <ul style="list-style-type: none">• Lead and be accountable for planning, programme management, performance standards and quality assurance systems, driving a culture of development, change and innovation.• Be accountable for the effective management of Bedfordshire Fire and Rescue Service annual revenue budget. Ensure that budgets and resources are utilised to optimum effect to deliver efficient and effective services.• Promote the Service core values, champion the benefits of equality, diversity and inclusion ensuring the Service operates and promotes fair and open practices relating to employment and service delivery, ensuring compliance with standards of behaviour.• Support and engender a safety culture throughout the Service to ensure compliance with Health and Safety requirements and best practice. | <ul style="list-style-type: none">• As the principal professional adviser to the Fire Authority ensure that it is given the advice and information and support it needs to perform its duties of Governance and make effective decisions.• Positively promote Bedfordshire by developing and maintaining strategic relationships with local, regional and national partners and key stakeholders effectively influencing and collaborating.• Maintain and promote an effective industrial relations climate with Staff and Trade Unions that facilitates change, innovation and improvement. |
|--|--|

OTHER

- You will be the senior operational commander in the Service and will be required to work the Principal Officers' Continuous Duty System.
- This is a Politically Restricted post.
- This position is subject to a criminal records disclosure check and an additional national level Security Check.

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.

PERSON SPECIFICATION

POST TITLE
Chief Fire Officer and Chief Executive
RESPONSIBLE TO
The Fire and Rescue Authority

Listed below are the qualifications, experience, knowledge, skills, abilities and personal attributes considered necessary to carry out the duties of the post as shown in the job description. These are the criteria against which suitability for the post will be assessed.

You must clearly show relevant examples in your **supporting statement** of the ways in which you meet each of the essential criteria. If you do not adequately address each and every one of the criteria required it may not be possible to shortlist you.

PERSONAL ATTRIBUTES REQUIRED (ON THE BASIS OF THE JOB DESCRIPTION).	ESSENTIAL OR DESIRABLE.	TO BE IDENTIFIED BY (E.G. SUPPORTING STATEMENT, INTERVIEW, ASSESSMENT DAY).
QUALIFICATIONS		
Possession of a relevant degree or equivalent professional qualification appropriate to the post.	Essential	Supporting Statement
Successful completion of the Brigade Command Course, FRS Executive Leadership Programme or equivalent.	Essential	Supporting Statement
Membership of an appropriate professional body e.g. Institute of Fire Engineers.	Essential	Supporting Statement
EXPERIENCE		
Substantial senior management and leadership experience in the Fire and Rescue Service, including at least two years at Assistant Chief Officer level or above.	Essential	Supporting Statement Interview
Experience of working alongside elected Members to fully support and deliver the policy making process.	Essential	Supporting Statement Interview Assessment Day
A proven track record of leading on strategies and plans aimed at continuous improvement of quality services and delivering corporate objectives.	Essential	Supporting Statement Interview
Ability to provide strategic leadership and direction which delivers outcomes and promotes trust and confidence.	Essential	Supporting Statement Interview Assessment Day

PERSON SPECIFICATION CONT...

PERSONAL ATTRIBUTES REQUIRED (ON THE BASIS OF THE JOB DESCRIPTION).	ESSENTIAL OR DESIRABLE.	TO BE IDENTIFIED BY (E.G. SUPPORTING STATEMENT, INTERVIEW, ASSESSMENT DAY).
KNOWLEDGE/SKILLS/ABILITIES		
Ability to strategically develop innovative and creative solutions.	Essential	Supporting Statement Interview Assessment Day
Ability to drive efficiency and value for money with effective financial management.	Essential	Supporting Statement Interview
Highly developed communication and interpersonal skills to engage with a variety of audiences and establish positive relationships.	Essential	Supporting Statement Interview
Ability to analyse and interpret legislation and complex data to support decision making, policy development and good practice.	Essential	Supporting Statement Interview Assessment Day
Demonstrate evidence of genuine commitment to equality principles and practices.	Essential	Supporting Statement Interview
Evidence of an understanding of and commitment to health and safety within the workplace as appropriate to the Service.	Essential	Supporting Statement Interview
Demonstrable knowledge and understanding of the challenges facing public services and the Fire and Rescue Service. Including an understanding of the current and proposed UK Fire Service Statutory Framework and those related to fire protection and safety matters.	Essential	Supporting Statement Interview Assessment Day
OTHER		
Current full driving licence with no pending issues is required.	Essential	Supporting Statement
Willing to travel locally, nationally and internationally as required.	Essential	Supporting Statement
Able to satisfy medical standards as applicable. (A medical examination will be required.)	Essential	Medical

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.

BEDFORDSHIRE FIRE AUTHORITY



BEDFORDSHIRE FIRE AUTHORITY

The Fire Authority came into being on 1 April 1997 and has become a valued single service authority within our communities. It comprises a total of twelve elected members from Bedford Borough Council, Luton Borough Council and Central Bedfordshire Council.

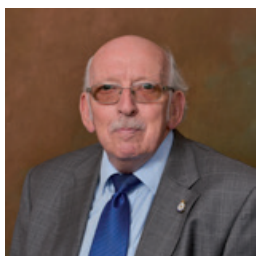
There are five Executive Committee Members who are appointed as Portfolio Holders and are responsible for the following portfolios:

- | | | | | |
|--|---|---|--|---|
| <p>1. Prevention and Protection
Cllr Colleen Atkins MBE</p> | <p>2. Operational Response
Cllr David Franks</p> | <p>3. Corporate Risk, Health and Safety
Cllr John Chatterley</p> | <p>4. People, Staffing and Diversity
Cllr Yasmin Waheed</p> | <p>5. Collaboration
Cllr David McVicar</p> |
|--|---|---|--|---|

THE CURRENT FIRE AUTHORITY MEMBERS



COUNCILLOR COLLEEN ATKINS MBE
Bedford Borough Council
Labour



COUNCILLOR RAYMOND BERRY
Central Bedfordshire Council, Conservative



COUNCILLOR JOHN CHATTERLEY CHAIR
Central Bedfordshire Council, Conservative



COUNCILLOR KASHIF CHOUDHRY
Luton Borough Council
Labour



COUNCILLOR PAUL DUCKETT
Central Bedfordshire Council, Conservative



COUNCILLOR DAVID FRANKS
Luton Borough Council
Liberal Democrat



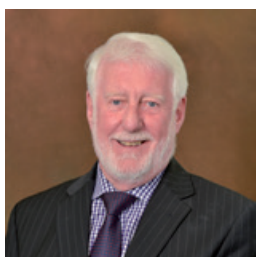
COUNCILLOR JON GAMBOLD
Bedford Borough Council
Conservative



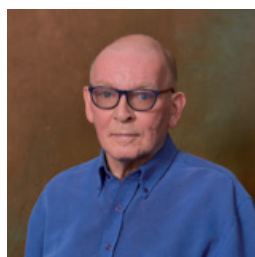
COUNCILLOR MICHAEL HEADLEY
Bedford Borough Council
Liberal Democrat



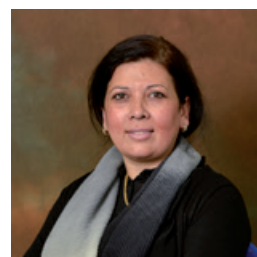
COUNCILLOR SUMMARA KHURSHID
Luton Borough Council
Labour



COUNCILLOR DAVID MC VICAR
Central Bedfordshire Council, Conservative



COUNCILLOR IAN SHINGLER
Central Bedfordshire Council, Independent



COUNCILLOR YASMIN WAHEED VICE CHAIR
Luton Borough Council
Labour

BACKGROUND



BEDFORDSHIRE FIRE AND RESCUE SERVICE

Bedfordshire covers an area of approximately 123,500 hectares and borders with Cambridgeshire, Hertfordshire, Buckinghamshire and Northamptonshire and is only 45 minutes from central London by train. It has a growing population currently estimated around 655,000.

The area consists principally of rural landscape and incorporates a number of market towns, including Ampthill, Biggleswade, Woburn and Leighton Buzzard. Larger towns include Bedford, Luton and Dunstable. Luton our largest town has some of the most deprived wards in the Country and has many of the characteristics and challenges of a London borough including several high rise buildings.

In addition to our large and very diverse community we also have a number of special risks including London Luton Airport, along with a significant road network including the M1 and A1 motorways. Bedfordshire is growing as a national distribution hub and has a number of large industrial sites and warehouses. We have three rail networks in the County one of which is the busiest commuter rail link in the country running from Bedford south to London and beyond. Within our boundary we also have a significant stock of heritage buildings and environmental sites of special interest. Countywide rivers present us with special problems during spate flooding conditions.

To protect our communities and respond to emergency calls we have 14 strategically positioned Fire Stations, an Emergency Communication Centre,

Control Centre and a Training and Development Centre based at our Headquarters in Kempston, Bedford.

There are five wholtime stations, crewed 24 hours a day, at Luton, Stopsley, Dunstable, Bedford and Kempston. The fire stations at Bedford and Kempston are also supported by Retained Duty System (RDS) personnel.

Leighton Buzzard is day crewed by wholtime staff during the daytime and reverts to a Retained Crewing System during the night.

In addition, 8 stations at Ampthill, Biggleswade, Harrold, Pottton, Sandy, Shefford, Toddington and Woburn which are crewed by personnel on the Retained Duty System.

Three different types of crewing are currently employed to ensure the most efficient use of staff resources:

- 5 wholtime shift stations which involve 24 hours a day staffing at Bedford, Dunstable, Kempston, Luton and Stopsley (Luton)
- 1 day-crewed station at Leighton Buzzard
- 8 retained stations at Ampthill, Biggleswade, Harrold, Pottton, Sandy, Shefford, Toddington and Woburn.

Area prevention/protection teams based strategically in the north and south of the County at our Luton and Bedford community fire stations.

Our modern and well maintained fleet includes:

- 22 front-line fire engines;
- 2 aerial ladder platforms;
- 16 specialist vehicles;
- 66 support vehicles.

There are a number of emergency services shared locations:

- Co-locating police officers and police community support officers at Ampthill, Bedford and Leighton Buzzard community fire stations;
- Co-locating paramedics at Luton, Sandy, Shefford and Stopsley community fire stations;
- Co-locating ambulances at our Dunstable community fire station.

We work closely with our blue light partners, examples include:

- Assisting Bedfordshire Police with searches for vulnerable missing persons;
- Forced entry protocol in support of ambulance service and police;

- Falls Service responding to vulnerable people who fall in their homes helping to relieve added pressures from the NHS. Our teams were trained by EEAST, with the skills required to the level of Community First Responders. This falls service complements the fire safety activities our staff are already delivering;
- A new Technical Support Unit, based at Dunstable community fire station. This was the first of its kind in the country. This vehicle complements our existing complex patient incidents where emergency removal of a patient is required;
- During the COVID-19 pandemic we have undertaken a wide range of additional activities and continue to seek ways to support our community in responding to the emergency.

In December 2018 HMICFRS determined “Bedfordshire Fire and Rescue Service is effective at keeping people safe and secure.” A further inspection is due to take place in the spring of 2021.

More detailed information about our Service is contained in the Community Risk Management Plan on our website www.bedsfire.gov.uk.

CORPORATE MANAGEMENT TEAM



CORPORATE MANAGEMENT TEAM

The Corporate Management Team is responsible for long-term leadership, forward planning and steering policy formulation.

The Service is split into seven distinct functions headed by a senior manager who are members of the Corporate Management Team.

Corporate Management Team is the general decision making body for the Service which supports functional and geographical command areas.

The Team manage the Service to meet the aims, objectives and priorities of the Community Risk Management Plan.

The Team commands and directs resources, including prioritisation of workloads and finance, and monitors how the Service is performing through effective planning and performance management.

THE CURRENT CORPORATE MANAGEMENT TEAM



PAUL FULLER
CBE QFSM MSTJ DL FIFireE
Chief Fire Officer



ANDREW HOPKINSON
Deputy Chief Fire Officer



GAVIN CHAMBERS CPFA
Assistant Chief Officer
(Finance & Corporate Services)



ANDY PECKHAM
Temporary Assistant
Chief Fire Officer



CHRIS BALL
(Head of Response)
Strategic Operational
Commander



IAN EVANS (Head of
Prevention & Protection)
Strategic Operational
Commander



PAUL HUGHES
Head of ICT and
Programmes



SARAH FECONDI
Chartered MCIPD
Head of Human
Resources



DARREN COOK
(Head of Governance
and Asset Management)
Temporary Strategic
Operational Commander

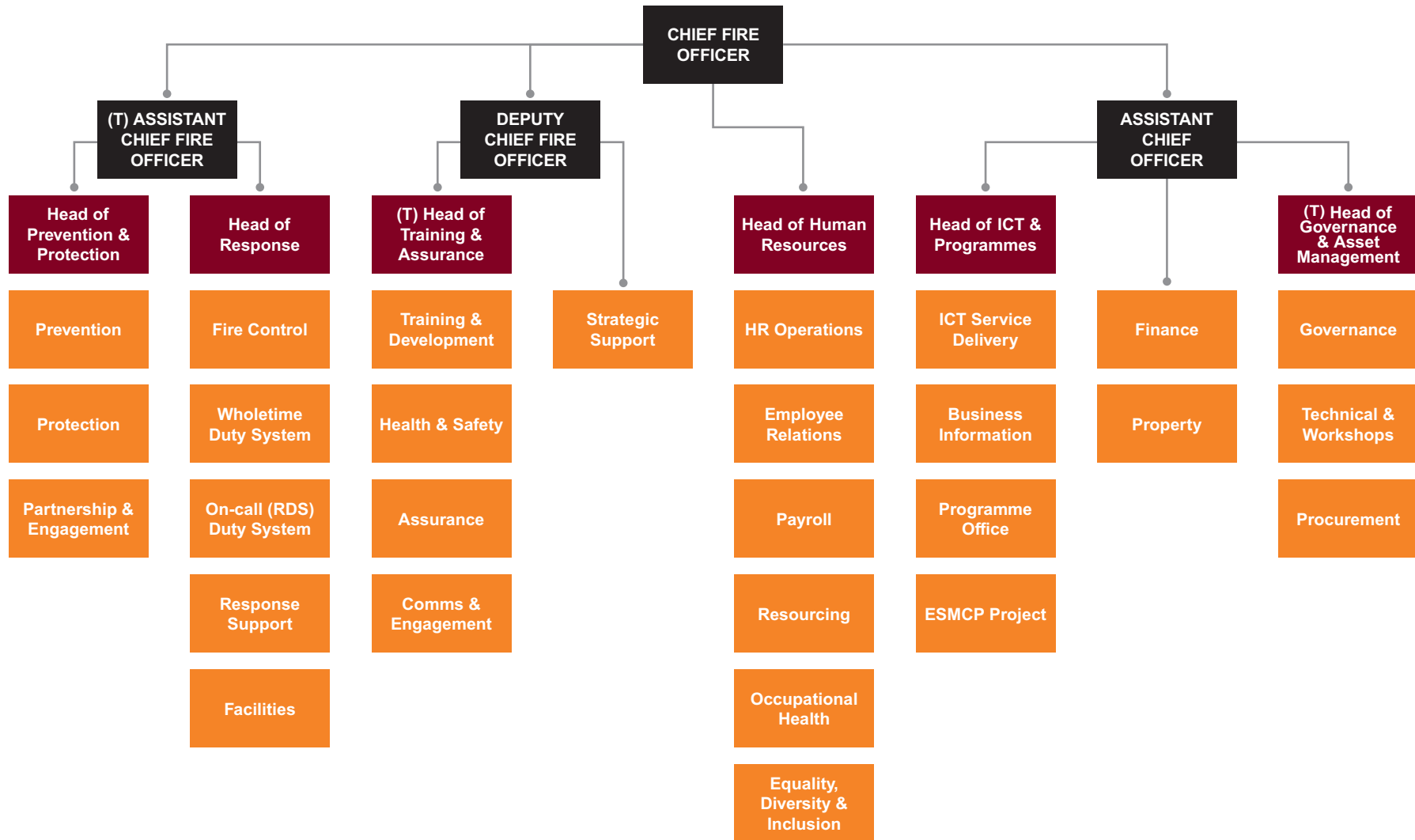


JASON TAI
(Head of Training &
Assurance) Temporary
Area Commander

FUNCTIONAL STRUCTURE (JANUARY 2021)



FUNCTIONAL STRUCTURE



EQUALITY, DIVERSITY AND INCLUSION



EQUALITY, DIVERSITY AND INCLUSION

Bedfordshire Fire and Rescue Service is committed to the equality, diversity and inclusion agenda.

We are focused on developing a workforce that is skilled, knowledgeable and experienced to deliver services to meet the needs of our diverse communities, locally, regionally, nationally and internationally.

We want to develop a workforce that reflects the community we serve. Our emphasis is to ensure that our policies, practices and functions are fair and equitable, by undertaking an assessment that helps to mitigate any adverse impact on groups of people.

We will ensure our processes are transparent to build trust for the very people that we help, and take responsibility for our actions. We are duty-bound to our legal responsibilities

by keeping everyone safe, whilst being supportive and inclusive.

Our pledge is to make a positive difference in each and every person's life, ensuring dignity, respect and kindness from our professionally trained workforce. We continue to challenge ourselves and ensure we effectively listen to our staff and the community to develop innovative ideas that enhance the services we deliver.

SERVICE CASE FOR DIVERSITY

Bedfordshire Fire and Rescue Service (BFRS) has demonstrated commitment to the equality, diversity and inclusion agenda since 1997.

We continue to actively engage and participate in local, regional and national agenda's and initiatives to ensure that we are at the forefront of inclusivity, considering how it involves and impacts on our workforce and communities.

We aim to shape our inclusion agenda by utilising national frameworks and working alongside our partners to build a better and cohesive service that tackles disparities in employment and service delivery.

We have risen above the challenges brought upon us by the Covid19 pandemic, through our continuous commitment to support our local, regional and national partners in their endeavours to keep our communities safe.

OUR VALUES



OUR VALUES

These values were developed with our staff and our communities to ensure that they reflected who we are and our priorities.

BEDFORDSHIRE FIRE AND RESCUE VALUES

**WE'VE GOT YOUR
BACK**

**WE DARE TO BE
DIFFERENT**



**EVERY CONTACT
COUNTS**

**WE ARE
ACCOUNTABLE**



WE'VE GOT YOUR BACK
striving to keep us all safe, while being supportive and inclusive.



WE DARE TO BE DIFFERENT
we are bold in our approach, we welcome challenge and are open to innovative ideas.



EVERY CONTACT COUNTS
making a positive difference each and every time, with respect and professionalism.



WE ARE ACCOUNTABLE
we are transparent, trustworthy and responsible for our actions.

CONDITIONS OF SERVICE AND SYSTEM ARRANGEMENTS



CONDITIONS OF SERVICE

POST TITLE

Chief Fire Officer and Chief Executive

CONDITIONS OF SERVICE

Conditions of Service will be in accordance with the National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services as amended by resolution of the Authority from time to time.

The appointment is subject to satisfactory medical examination.

SALARY

The current salary is £154,079 per annum. This will be revised in accordance with annual pay awards for Chief Officers and Local Pay Agreements.

LEAVE

Annual leave entitlement will be 25 days Scale A, 2 days Scale B and 3 days long service, as well as the normal statutory and public holidays.

HOURS OF WORK

All Principal Officers will undertake the hours necessary to undertake their duties within the requirements of the Working Time Regulations, as they apply to Managing Executives, in so doing Fire and Rescue Services will have regard to the on-call commitments of its Service Managers.

It will be necessary for the appointee to provide Principal Officer fire cover as appropriate, in accordance with the needs of this Service on a continuous duty system. There will be a requirement to provide out of hours work commensurate with the responsibilities of this post to attend functions and events to further the organisations partnership and wider strategic approach. This post does not carry an entitlement for overtime pay for work in excess of thirty-seven hours per week.

LOCATION

The post is based at Fire and Rescue Service Headquarters, Southfields Road, Kempston, Bedford, but may be subject to posting anywhere within the County at the request of the Authority.

POLITICALLY SENSITIVE

Under the provisions of the Local Government and Housing Act 1989, this post is deemed as politically restricted. Please contact the Head of Human Resources if you have any queries.

OTHER

The National Joint Council for Brigade Managers of Local Authority Fire and Rescue Services, Constitution and Scheme of Conditions of Service, latest published version (at time of printing Fifth Edition 2006) will apply.

CFOA

Principal Officers are members of the National Fire Chiefs Council (NFCC) and have a contractual obligation to advance the interests of both the Service and the Authority through that organisation. The Fire Authority will pay the membership subscriptions. This is distinct from membership of a representative body for which the officer will pay themselves.

PRINCIPAL OFFICERS' CONTINUOUS DUTY SYSTEM

The Service's Operational Principal Officers will be required to work the continuous duty system.

SYSTEM ARRANGEMENTS

- Principal Officers should normally provide a contact address within the Bedfordshire Fire and Rescue Service area.
- Principal Officers must maintain contact for Operational duty and provide other requirements for the Service or Fire Authority, as appropriate, but without geographic restriction, except that at least one P.O. must be available in the Country and within 6 hours travelling time of Service HQ. For this purpose the Service will provide a mobile telephone and appropriate communications equipment. While abroad Principal Officers should provide an emergency contact facility for the Service. To assist the provided mobile telephone will be of a type that enables international calls.
- A Principal Officer is entitled to book off duty for specific periods providing a minimum of one Principle Officer is on duty within 6 hours of the Bedfordshire Fire and Rescue Service HQ.
- A Principal Officer will be provided with a car for use while on continuous duty.
- Principle Officer will pay an agreed monthly access free towards the cost of vehicle maintenance.
- Nominated persons of the Principal Officer's family may drive the provided car, subject to their status, possession of a full driving licence with no outstanding issues.
- When a Principal Officer is required to represent the Service or Fire Authority at particular functions, they may be entitled to take a partner for which the fees or cost of the ticket will be paid for by the Fire Authority at the discretion of the Chairman of the Authority
- Principal Officers are members of the NFCC (National Fire Chiefs Council) and have a contractual obligation to advance the interests of both the Service and the Authority through that organisation. The Fire Authority will pay the membership subscriptions. This is distinct from membership of a representative body for which the Officer will pay themselves.



EMPLOYEE BENEFITS





EMPLOYEE BENEFITS



**GENEROUS
PENSION SCHEME**



**GENEROUS
HOLIDAY
ALLOWANCE**



**TRAINING
COURSES**



**MENTAL HEALTH
AND WELLBEING
EVENTS**



**SUBSIDISED
RESTAURANT
FACILITIES**



**FREE
PARKING**



**FREE ACCESS
TO GYMS**



**EMPLOYEE
ASSISTANCE
PROGRAMME**



**OCCUPATIONAL
HEALTH SUPPORT**



**RELOCATION
PACKAGE**



**FLEXIBLE
WORKING**



PROVIDED CAR



**GENEROUS
SICKNESS
ENTITLEMENT**



**ENHANCED
MATERNITY PAY**



**BLUE LIGHT
DISCOUNT**



**LONG SERVICE
AWARDS**

HOW TO APPLY



HOW TO APPLY

To apply please submit an up-to-date CV, which shows your full career history with any breaks explained, and details of two referees. You must not exceed three pages.

A supporting statement detailing examples of how your knowledge, skills and experience meet the essential criteria listed in the Person Specification is also required.

The supporting statement must be no longer than three pages in Calibri (or Arial whichever you prefer), font size 11.

Please submit your CV and Supporting Statement to recruitment@bedsfire.gov.uk.

You will receive an acknowledgement within 24 hours of receipt and we suggest that if after that time you have not heard from us, contact The Recruitment Team on 01234 845012.


Chief Fire Officer Paul Fuller will be pleased to discuss the post informally with potential candidates; this will not be seen as canvassing for the post. Please make the necessary arrangements by calling his PA on 01234 845017 or email caroline.goates@bedsfire.gov.uk.

SELECTION PROCESS

TIMETABLE	
Closing date	Midnight Sunday 14 February
Shortlisting	Tuesday 16 / Wednesday 17 February
Psychological Profiling / Ability tests	18 February until 25 February
Selection Process – Day 1	Thursday 4 March Personal / Technical Interview Media Role Play Exercise
Selection Process – Day 2	Friday 5 March Competency based interview and 15 minute presentation
Provisional offer of appointment and approval by the FRA	

Please consider your availability for the selection dates as alternative dates will not be possible.

For further information regarding the recruitment process please contact Faima Begum, Recruitment Manager on 01234 845012 or email recruitment@bedsfire.gov.uk.



“At Bedfordshire Fire and Rescue Service, we’re not all the same. And that’s our greatest strength. We draw on the differences in who we are, what we’ve experienced, and how we think. Because to provide a service that serves everyone, we believe in including everyone.”