



Chief Executive & Chief Fire Officer

Candidate Information Pack

October 2017



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Welcome Letter from the Police, Fire and Crime Commissioner

Thank you for your interest in the role of Chief Executive & Chief Fire Officer of Essex County Fire and Rescue Service.

We at the ECFRS are extremely proud of our history of improving the safety of the people of Essex, but following some thought-provoking reviews of our organisational culture, we face a period of considerable challenge which we must successfully address in order to ensure that we can continue to provide effective fire and rescue services.

I am extremely honoured and very pleased to have recently become this country's first Police, Fire and Crime Commissioner. By bringing the strategic direction of the Fire & Rescue and Police services together and enhancing the way they collaborate, we will be able to deliver further improvements to keep the people of Essex safe. This change in governance, coupled with the imminent retirement of our Chief Fire Officer, creates an opportunity for ECFRS to deliver the cultural transformation that is so badly needed.

We now seek an inspirational, progressive and experienced Chief Executive/Chief Fire Officer, to act as the catalyst for this transformation, and provide the strong and courageous leadership required to deliver and embed the necessary change. We need a leader who can continue to deliver our high standards of operational delivery, whilst also engaging positively with the unions, and working collaboratively with Essex Police.

Thank you for taking the time to learn more about the challenges that ECFRS face, I look forward to receiving your application.

Roger Hirst

Essex Police, Fire & Crime Commissioner

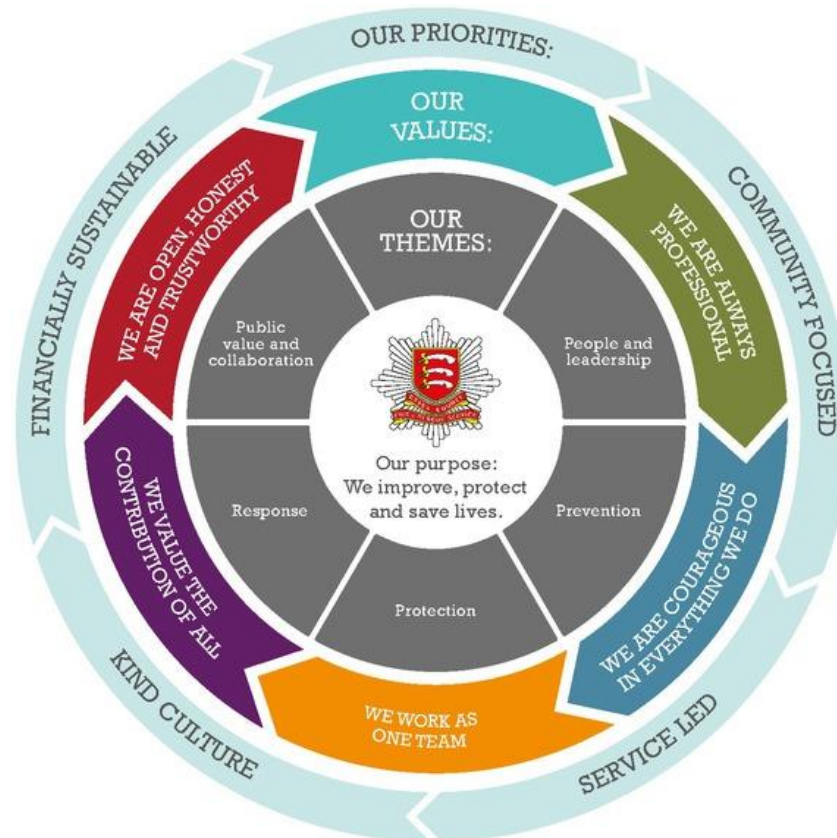


About Essex County Fire & Rescue Service

Our purpose: We improve, protect and save lives.

Our vision: To make Essex a safe place to live, work and travel.

Our priorities: Service Led, Community Focused, Kind Culture, Financially Sustainable.



Essex County Fire and Rescue Service is one of the largest Fire and Rescue Services in the country, serving a county within which there are a wide variety of risks.

Essex is a county of contrasts. It contains numerous ecologically important areas and manages one of the largest sections of coastline (350 miles) in the country. There are various conservation areas and over 14,000 listed buildings. Essex is an attractive place to live, work and has a rural and urban mix featuring excellent transport links and leisure opportunities which attracts people to the area. Significant numbers of people settle in Essex, and employment opportunities attract economic migrants.

ECFRS provides prevention, protection and emergency response services from 50 fire stations staffed by wholtime and on-call firefighters. The organisation is administered from its Headquarters at Kelvedon Park in Kelvedon, where the Service also has a mobilising Control Centre. Change of Governance

Change of Governance

Roger Hirst, who was elected to become Police and Crime Commissioner for Essex in May 2016, took on his new role as the Police, Fire and Crime Commissioner for Essex on the 1st of October 2017.

He is the first PCC in the country to have received approval from the Home Secretary to take on the governance of the fire and rescue service in addition to his existing role with the police service. This change was approved after submitting a detailed business case to the Home Office after a period of local consultation. He now replaces the members of the former Essex Fire Authority and will be responsible for having oversight of the fire and rescue service in Essex, setting its strategy and budget and holding the Chief Executive/Chief Fire Officer to account. Mr Hirst carried out a full public consultation exercise involving members of the public, staff and officers from both services, local councils and MPs in the Spring. The consultation feedback was in favour of the PCC taking on governance of the fire service. A business case was submitted to the Home Secretary in May of this year and the Home Office announced in July that it had approved the decision.

Additional information

Our 2016 to 2020 strategy can be found [here](#)

Job Description

Department:	Service Leadership
Role Code:	
Grade/Rank:	Chief Executive/Chief Fire Officer
Responsible to:	Police, Fire & Crime Commissioner
Responsible for:	Service Directors

Job Purpose:

Responsible to the Commissioner for making Essex communities safer by leading the direction and the provision of an efficient and effective management strategy that ensures service delivery of the key objectives of the Authority. Accountable for the provision of expert advice to members and other key stakeholders and local and national level. Accountability for delivering organisation change and development.

Accountable for provision of expert advice on Fire and Rescue in order to enable effective risk and regulatory services of the Essex County Fire and Rescue Authority including fire and rescue, emergency planning and business continuity planning. Ensure the Fire and Rescue Authority fulfils its statutory responsibilities and meets local need. To lead and develop the Authority's contribution to sustaining and delivering the multi-agency partnerships for safer communities, emergency planning and response and any related issues.

Main Duties and Responsibilities:

1. Direct and lead the Service through change at a strategic level to ensure it successfully achieves its business objectives and accommodates the challenges facing the Authority, through the effective use of the resources available.
2. Deliver the required cultural transformation in accordance with recent independent reviews.
3. Lead and be accountable for the internal management of the Service, co-ordinating activities to deliver the Authority's objectives.
4. Lead and be accountable for planning, programme and performance management and quality assurance processes across the Service.
5. Champion the benefits of a safe, inclusive and diverse workplace to the business of the Authority. Ensure that the Service operates and promotes fair and open practices relating to employment and service delivery. Utilise the relevant legislation relating to equality, fairness to present the Service as an employer of choice.

6. Ensure effective management of budgets and the monitoring processes that ensure compliance with the relevant legislation and the constitutional requirements of the Authority. In conjunction with the Monitoring Officer and Section 151 Officer advise the Commissioner accordingly to ensure that standards of governance are maintained.
7. Proactively build and maintain collaborative relationships and partnerships. Build constructive relationships with staff representative organisations to develop and foster a positive industrial relations climate that facilitates change.
8. Assume the role of Principal Officer within a multi-agency Strategic Co-ordinating Group setting or as Chief Executive/Chief Fire Officer responsible for the strategic management of the Service during a major emergency.
9. Working with the Commissioner, make submissions to influence policy decisions that will affect people in Essex. Set the pace for the organisation; providing and actively promoting clear, consistent, highly visible leadership across the service to build a culture of trust, high performance and continuous improvement. Lead, manage and develop a highly effective Service Leadership Team that works strategically, collaboratively, and promotes a corporate 'one team' approach.
10. Positively contribute to and champion a safe working environment; proportionately apply Health and Safety, Risk Management, Business Continuity and Safeguarding policies and procedures. Process personal data fairly and lawfully as identified within the Data Protection Act 1998.

Person Specification

Essential Criteria

- Substantial track record of operating within a leadership role at Board level, within an organisation of comparable scale and complexity
- Proven track record and significant experience of leading substantial transformational change within a heavily unionised environment. Particularly organisational, behavioural and cultural transformation, with a demonstrable ability to lead people through the transformational change journey
- Strong and demonstrable people leadership skills, with a proven ability to manage resources effectively and efficiently, providing inspiration and motivation across a diverse workforce.
- Demonstrable track record of operating strategically; providing innovation and creativity to problem solving and organisational challenges with the credibility and ability to contribute positively to policy and strategy development at a local, regional and national level
- Significant track record of effectively working with and managing diverse stakeholder relationships across a range of disciplines and at a breadth of levels.
- Positive track record of establishing sustainable working partnerships and relationships fostering collaboration and joint working
- Experience of leading a public sector or public sector related organisation/significant division/operation, and positively impacting the relationship with associate unions.

Desirable Criteria

- A strong awareness of strategic/gold level incident command.
- Possession of a thorough understanding of the political and economic context of the fire and rescue service terms of government, governance, stakeholders and the community.
- Evidence of continuous and professional development

Skills and Abilities

- Clear connection and commitment to the values of the organisation
- Proven leadership and motivational skills, especially in the context of service transformation
- Highly motivated and not easily discouraged, with resilience and tenacity.
- Ability to make clear decisions in a variety of circumstances.
- Highly effective written communication skills including drafting and interpreting strategic plans, policies and reports
- Personal and professional demeanour that commands credibility, confidence and respect.
- Able to engage effectively with a range of people and stakeholders at all levels.
- Financially astute able to manage budgets in all contexts.
- Excellent ability to deliver effective PR and media messages.
- An effective and balanced decision maker who leads by example.



- Excellent communication skills, including media management and negotiation with internal and external agencies.
- To be self-assured, confident, assertive and approachable

Timetable

Closing date	Monday 13th November
Longlisting	w/c 13 th November 2017
Preliminary interviews with GatenbySanderson	w/c 20 th November 2017
Shortlisting	w/c 27 th November 2017
Assessments	w/c 4 th December 2017
Final interviews	w/c 11 th December 2017

How to apply

To apply for this post, please provide the following:

1. A comprehensive CV setting out your career history with key responsibilities and achievements and details of your current remuneration package
2. A supporting statement of up to three sides of A4, explaining how you believe your skills and experience match the essential criteria outlined in the person specification. Please note that the supporting statement is an important part of your application
3. Details of two professional referees together with a brief statement of their capacity and over what period of time they have known you, one of whom is expected to be your current or last employer. Referees will not be contacted without your prior consent
4. A completed diversity monitoring form, which will appear when you submit your application online, for you to complete.

On finalising your application; preferably in MS Word format, please follow the process on the following website www.gatenbysanderson.com/jobs/GSe37608

Once you have submitted your application, you will receive an automated e mail to confirm that you have applied. If you do not receive this email, please make contact with GatenbySanderson directly.

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, then Michael Dobson (020 7426 3968) or Adam Davidson (020 7426 3964) will be pleased to take your call. GatenbySanderson will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.