



DEVON &  
SOMERSET  
FIRE & RESCUE SERVICE

**Deputy Chief Fire Officer**

**Application pack**



[www.dsfire.gov.uk](http://www.dsfire.gov.uk)

August 2024



**DEVON &  
SOMERSET**  
FIRE & RESCUE SERVICE



Devon and Somerset  
Fire and Rescue Authority

# Introduction

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Thank you for your interest in the role of Deputy Chief Fire Officer at Devon and Somerset Fire and Rescue Service.

This application pack provides information about us, the job profile and job description, our Service values and code of ethics, a person specification and information about the package we are offering and how to apply.

Devon and Somerset Fire and Rescue Service is the largest non-metropolitan fire and rescue service in England.

We have a proud history of keeping people safe, providing prevention, protection and response services across the local government areas of Devon County, Plymouth City, Somerset and Torbay Councils. We have 83 fire stations and over 1,900 highly skilled and motivated staff who work tirelessly to protect the 1.8 million people who live in our two counties, plus the 1.1 million people who come to Devon and Somerset on holiday each year.

We will continue to provide the best possible working environment for all of our people. We want a place where everyone can achieve their full potential, a place where people are valued for being themselves and a place where our values of working together, honesty, respect and pride in helping others are our day to day experience.

If you think you are the type of leader who can inspire and guide our team, then we would like to hear from you.

I wish you the best of luck.

**Simon Coles**  
Chair, Fire and Rescue Authority



**DEVON &  
SOMERSET**  
FIRE & RESCUE SERVICE



Devon and Somerset  
Fire and Rescue Authority

# Message from Chief Fire Officer

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As the newly appointed Chief Fire Officer I am looking for an ambitious, forward thinking, and inclusive strategic leader to join me as Deputy Chief Fire Officer.

With a track record of delivering strategic change initiatives as well as driving organisational performance and culture, you will support me in our vision of delivering continual excellent services to our communities.

Working and living within the counties of Devon & Somerset has significant wellbeing benefits, with numerous areas of outstanding natural beauty, sandy coastlines and beautiful towns and cities. We are the largest non-metropolitan fire service in England with 83 fire stations and 112 fire appliances. We are also the largest employer of on-call staff. We have a real diversity of risk within the service area and as Director of Service Delivery it is vital that you have a proven track record of managing the response and preparedness to risk as well as commanding and leading our response to complex and major incidents.

This is an exciting time to join us as DCFO, we are in the process of delivering a change programme where we are transforming the service to ensure future sustainability as well as providing resilient services for the future challenges.

If you are driven, looking for a challenge and want to relocate to one of the most stunning places within the UK then I welcome your application.

Good luck






**Gavin Ellis**  
Chief Fire Officer

# Service Values and Code of Ethics

Our values and ethics must be at the heart of everything we say and do within the Service.

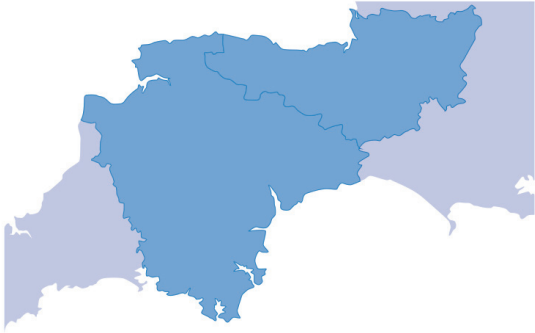
They guide us in both promoting positive behaviours and in addressing where they are not demonstrated.



-  We are proud to help and put the interests of our communities first.
-  We act with integrity, being open, honest and consistent in everything we do.
-  We make decisions objectively based on evidence, without prejudice or bias, and always with respect.
-  We promote equality, diversity and inclusion for all. We stand against all forms of discrimination and we celebrate difference.
-  We are all positive role models, always demonstrating consistent and resilient leadership.



# About us



We are the largest non-metropolitan fire and rescue service in England, covering almost **4,000** square miles

We have:



**83**  
fire  
stations



**332** emergency response vehicles



**1,900** dedicated staff

We protect **820,000** households, **74,000** businesses and a further **1.1 million** visitors a year

# Job description

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**Job role and title:** Deputy Chief Fire Officer

**Reports to:** Chief Fire Officer

**Line manager responsibilities:** ACFO (Response and Resilience) and Assistant Director of People

**Updated:** August 2024

## Main purpose of job

The Deputy Chief Fire Officer (DCFO) will report to and support the Chief Fire Officer (CFO) in leading the Service. As part of the Executive Board, they will assist the CFO in creating a vision, direction and culture of the Service which builds public trust and confidence through the delivery of effective services.

The DCFO will be directly responsible for day to day management of the Service, ensuring that agreed policies are implemented effectively and performance managed. The DCFO will have responsibility for the Service Delivery directorate encompassing Response and Resilience and People.

## Leadership

Act as formal Deputy in the absence of the Chief Fire Officer to fulfil that role. Support the CFO in setting the pace for the organisation, providing and actively promoting clear, consistent, highly visible and authentic leadership across the Service to build a culture of trust, high performance and continuous improvement.

As a Director and member of the Executive Board (EB), work collaboratively with EB and the Senior Leadership team (SLT) colleagues to lead the Service determining strategy and policy to meet the strategic objectives of the Fire Authority.

Lead, manage and develop a highly effective Service Delivery directorate management team whose members work collaboratively to deliver their objectives.

Create a climate within the Directorate that encourages innovation, and optimise the use of technology to streamline systems, enhance service delivery and reduce costs.

## **Strategy and performance**

Lead development and implementation of delivery plans for Service Delivery, including the development of future provision through the Community Risk Management Plan (CRMP) and ensuring the Integrated Risk Management Plan (IRMP) programme of work is effectively supported and delivered.

Assist the CFO and wider Service Leadership team in setting a clear strategic policy direction for the organisation, by analysing information, intelligence and risk, and working proactively to support Fire Authority Members to develop an overarching vision and key policy objectives.

Drive Service Delivery's commitment to a strategic planning process and work collaboratively with EB colleagues to ensure that their respective areas of focus are brought together into a coherent narrative that describes the future direction of the Service; ensure clear links are in place between business planning, financial strategy, and workforce planning.

Ensure that up to date, effective systems are in place for planning, performance management and reporting, and oversee their operation.

Ensure Service Delivery proactively manages and drives performance improvement, reporting progress to the Strategic Performance Board, EB and the Fire Authority to ensure that managers and Members are aware of how the organisation is performing.

Support development and monitoring of performance indicators that demonstrate the impact and effectiveness of corporate strategy and Service Delivery's contribution to this.

## **Service Delivery**

Oversee and authorise the effective pursuance of legal proceedings and ensure that appropriate action is taken to enforce compliance with statutory duties and fire safety regulations.

Lead and ensure the effective delivery of Service Delivery; set and monitor strategic objectives and service standards, and ensure a skilled and highly motivated workforce that is focused on delivering these.

Lead and ensure the effective delivery of emergency response services; set and monitor strategic objectives and service standards and ensure a skilled and highly motivated workforce that is focused on delivering these.

Create a climate within the Service Delivery Directorate that encourages innovation, and optimises the use of technology to streamline systems, enhance service delivery and reduce costs.



Actively champion the issues of equality, diversity and inclusion so that every citizen experiences a positive and good experience from us and that every person in our organisation is valued and included.

Ensure a business continuity strategy, framework and regime for testing are in place and applied.

## **Governance**

Provide Members of the Fire Authority with the advice and information they need in relation to the directorate's accountabilities and, in conjunction with the Monitoring Officer, ensure that standards of governance are maintained.

## **Managing operations**

Take personal responsibility as required for the handling of major operational incidents, as part of the Incident Command System of the Service, and undertake necessary roles in multi agency operations, including Gold Command.

Provide operational cover in accordance with the agreed Principal Officer Rota.

## **Managing resources**

Lead the on-going development and management of Service facilities and assets to achieve the best design and delivery of all external supplies, contracts and services on a value for money basis and in line with agreed SLAs.

Overseeing that effective arrangements are in place for replacement, renewal and maintenance across vehicles, equipment, stores, and property assets so that we maintain regulation compliance, deliver on-going improvements and create future efficiencies.

Ensure our buildings, vehicles and equipment are designed and operate to best meet the needs of all users and are professionally delivered with customer needs at the heart of the service design.

Provide strategic leadership for the continual improvement in reducing our environmental impacts through effective energy usage, waste management and other environmental initiatives.

Ensure that budgets and resources are utilised to optimum effect to deliver statutory responsibilities and strategic goals, and to generate income in line with agreed policy.



Manage and monitor budgets in line with standing orders and financial regulations, ensuring the best use of the Authority's financial resources and value for money.

### **Standards of conduct**

Actively promote the values and reputation of the Service, ensuring high standards of conduct and integrity throughout the Service, and encouraging behaviours that build trust within the organisation, and with partner organisations.

### **Building relationships**

Consult community representatives to inform strategic planning, and act as an ambassador for the Service with external organisations, proactively building relationships and networks to promote the service, enhance the reputation of the Service, and create productive conditions for collaborative working.

Support the CFO to build constructive relationships with staff and trade union representatives. Work jointly with the CFO to develop effective formal consultation machinery; lead consultations/ negotiations as appropriate; and build effective working relationships, based on the principles of partnership, with trade unions and staff representatives, to develop and foster a positive and productive employee relations climate that facilitates change.

Develop and maintain a beneficial network and sound working relationships with colleagues, elected members and external organisations in order to facilitate productive working.

### **Other duties/ general responsibilities**

Represent the CFO and the Service and participate in regional and national work streams, special interest groups and events, such as those undertaken by the Chief Fire Officers Association and the Local Government Association, in order to contribute to fire and rescue service development, and promote the interests of the Service.



# Person specification

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## Key competencies

### Essential

- Inspirational leadership at a strategic level.
- Strategic thinking and analysis, including formulating and implementing strategic issues across a large organisation.
- Ability to interpret and analyse complex financial and budgetary information.
- A performance focus with the drive to deliver agreed outcomes and raise standards of performance.
- The ability to deploy appropriate tactics and language to engage, influence and persuade others including stakeholders and partners, both internally and externally.
- The ability to communicate effectively both orally and in writing.
- Operationally fit for duty.
- Ability to display political sensitivity.
- Highly effective people management and engagement skills.
- Ability to travel to meetings/locations locally, regionally and nationally when required.
- Ability to build strategic relationships and display political sensitivity when advising the Fire Authority and its Members.

## Work experience

### Essential

- Significant experience as a substantive Area/Brigade Manager leading significant change within a fire and rescue service with a track record in improving organisational effectiveness.
- Significant experience in a strategic management role involving decision making, policy formulation and implementation in giving clear direction and advice at a political level.
- Substantial experience in the strategic management and operational control of major incidents.

- Significant experience in leading and managing strategic health and safety system related improvements.

### **Desirable**

- Experience of operating at Principal Officer level (or equivalent such as within HMICFRS/NFCC).
- National remit for the National Fire Chiefs Council.

## **Qualifications and knowledge**

### **Essential**

- Qualified in Advanced Incident Command Level 3 and Level 4.
- Educated to degree level or hold an appropriate management qualification.
- Knowledge of the political and environmental context of fire and rescue services and of the Government's agenda.
- A comprehensive knowledge of the financial and budgetary context in which a modern fire and rescue service operates.
- Substantial experience in the strategic management and operational control of major incidents.
- Understanding of risk assessment and health and safety issues.
- An understanding of issues relating to on-call staff working to the retained duty system.
- Experience of contributing to or leading on innovation and significant change within the Service to improve organisational effectiveness.
- Experience in a strategic management role involving decision making, policy formulation and implementation in giving clear direction and advice at a political level.
- To have completed the NFCC Executive Leadership Programme.
- Hold a valid driving licence.

### **Desirable**

- Membership of the Institution of Fire Engineers (IFE).
- Evidence of continuous professional development.
- Significant experience of managing large budgets and numbers of staff.

## Our Values

### Devon and Somerset Fire and Rescue Service Values are:

- **We are proud to help** - we show this by doing what we say we will do and seeing things through to the end, demonstrating high standards, working hard and doing our best to get the right outcomes, being motivated, keen and willing to give things a go.
- **We are honest** - we show this by being open, clear and realistic, admitting and learning from mistakes, showing trust and being trustworthy, being responsible and accountable.
- **We are respectful** - we show this by being consistent and giving credit where it's due, always being polite, considerate and treating people fairly, genuinely listening, involving and engaging others, being inclusive to all.
- **We are working together** - we show this by understanding others needs and appreciating their demands, positively challenging, sharing ideas and giving feedback, supporting others and giving practical help and advice, being willing to adapt and change to get the best results.

## Core Code of Ethics

A national Core Code of Ethics for fire and rescue services in England has been developed in partnership with the National Fire Chiefs Council (NFCC), Local Government Association, and the Association of Police and Crime Commissioners to support a consistent approach to ethics, including behaviours, by fire and rescue services in England. It will help to improve the organisational culture and workforce diversity of fire and rescue services, ensuring that communities are supported in the best way.

More information is on the NFCC website <https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/>

## Leadership Framework

The NFCC Leadership Framework, clearly defines the leadership behaviours required at each level of management. This framework details a simple set of behaviours and sets out the career planning process to support individuals who are looking to develop their career with the service.

More information is on the NFCC website [https://nfcc.org.uk/wp-content/uploads/2023/08/NFCC\\_Leadership\\_Framework\\_Final-1.pdf](https://nfcc.org.uk/wp-content/uploads/2023/08/NFCC_Leadership_Framework_Final-1.pdf)





## How to apply

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Please apply visiting the Deputy Chief Fire Officer role vacancy listed in the Careers section of our website ([dsfire.gov.uk/careers](https://dsfire.gov.uk/careers)).

The closing date for applications is **Monday 3 February 2025 @ 23.59**. Shortlisting will take place week commencing **10 February 2025** selection and interview processes will take place week commencing **17 February** and interviews week commencing **3 March 2025**.

If, having read the application pack you would like additional information, or an informal discussion, please contact **Gavin Ellis, Chief Fire Officer** by emailing [ExecutiveSupport@dsfire.gov.uk](mailto:ExecutiveSupport@dsfire.gov.uk)

## Recruitment package

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Remuneration: £149,130 salary with a provided car or taxable car allowance up to the value of £7,350.

Relocation support available to maximum of £17,374 (depending on personal circumstances), of which, the first £8,000 is exempt from tax and NI contributions.

# Further information

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For further information about our Service and strategic documents to support your application, please visit our website at [www.dsfire.gov.uk](http://www.dsfire.gov.uk)

As an equal opportunities employer, we are committed to ensuring:

- our employment, development and promotion opportunities are open and accessible
- our assessment processes are consistent, fair and transparent and based on criteria that are objective and justifiable
- successful individuals are selected on the basis of their merits and abilities, ensuring appointment of the best person for the role.

We are an inclusive employer and we welcome expressions of interest from all sectors of the community but are particularly keen to hear from underrepresented groups who would help us better represent the communities we serve.

We hope that you have now gained a better understanding of the process. Thank you for your interest in the role of Deputy Chief Fire Officer for the Devon and Somerset Fire and Rescue Service.

