



**DORSET & WILTSHIRE
FIRE AND RESCUE**

Recruitment Information Pack

Area Manager – Prevention and Protection



Contents

1. A message from Rebecca Knox; our Fire Authority Chair.	3
2. A message from Ben Ansell, our Chief Fire Officer.....	4
3. Dorset and Wiltshire	5
4. About Us.....	5
5. Our vision	6
6. Our values	7
7. Strategic Leadership Team.....	9
8. The Advert.....	10
9. The Person Specification	11
10. The Application Process and Timetable.....	12
11. Terms and Conditions.....	13
12. Staff Benefits	15

1. A message from Rebecca Knox; our Fire Authority Chair.

Thank you for the interest you have shown in joining Dorset & Wiltshire Fire and Rescue Service. Our combination, in April 2016, ensured that we had a strong and sustainable Service enabling us to be passionate about changing and saving lives.

We need to make sure that our communities in Dorset and Wiltshire are getting the best value fire and rescue service. In November 2019, inspectors from Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) looked closely at our Service and gave us a 'Good' rating in all key aspects of our delivery. The great news is that they said that "The residents of Dorset and Wiltshire can be confident that they are receiving a quality service".

We work closely with our partners to keep our communities safe through our prevention and protection work as well as through responding to emergency incidents.

The role of Area Manager – Prevention and Protection is key in leading the Service in this work.



2. A message from Ben Ansell, our Chief Fire Officer

I am very proud to lead Dorset & Wiltshire Fire and Rescue Service and was delighted that HMICFRS recognised the fantastic work that we do supporting our communities.

I am passionate about our one team ethos and I know that everyone within the Service is key in ensuring we provide an excellent service to our communities.

We have a fantastic workforce that works tirelessly to help make Dorset and Wiltshire a healthier and safer place to visit and work. Our people are the heart of our Service, without the energy, drive, commitment and professionalism of our staff we would not be able to do what we do.

I am committed to making sure we continue to invest in our people so that we can provide an efficient and effective fire and rescue service.

To do that we are looking for a highly motivated, authentic, and credible leader to help us deliver our priorities.

If you share our vision and think you could make a positive difference to our people and communities, we would love to hear from you.



3. Dorset and Wiltshire

Dorset and Wiltshire are beautiful counties to live and work in. We have many areas of outstanding natural beauty, including the Jurassic coast, Salisbury plain and historic landmarks such as Salisbury Cathedral and Stonehenge, a World Heritage site. Both counties are popular destinations for visitors.



4. About Us

Dorset & Wiltshire Fire and Rescue Service is a modern fire and rescue service bringing two counties together and serving the local authorities of Bournemouth, Christchurch and Poole (BCP), Dorset, Swindon, and Wiltshire.

Dorset and Wiltshire has 50 fire stations serving our local communities and crews are available to respond 24 hours a day.

Our 1362 staff comprise of:

- 429 Wholetime firefighters
- 588 On-call firefighters
- 22 Fire control staff
- 292 Corporate staff

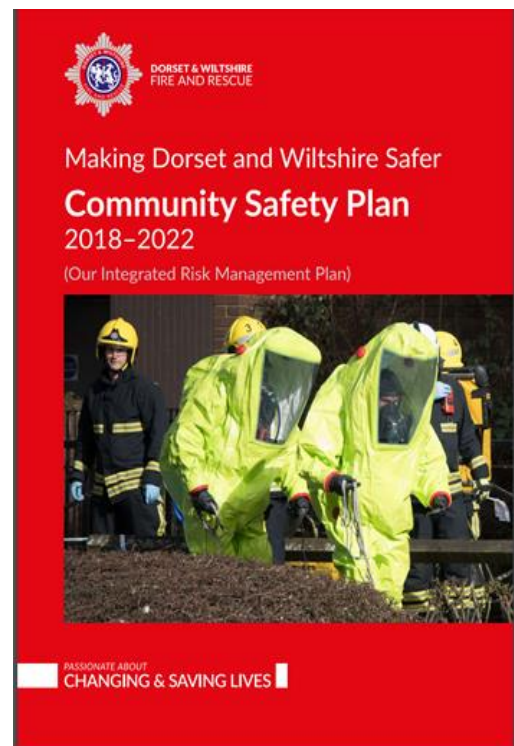
Dorset & Wiltshire Fire and Rescue Service exists to make life safer for people. To do this, we need a dedicated, professional team of operational and corporate staff with a diverse range of skills, knowledge and expertise.

We rely on our staff to help us achieve our priorities and objectives, and we aim to develop and maintain a healthy, safe, well-trained workforce which is representative of our community.

5. Our vision

Our Community Safety Plan and underpinning Service Delivery Plan set our future aspiration of where we want to be in five years. We have five priorities which set out how we will achieve our vision. They are: -

1. Making safer and healthier choices – educating people to the dangers around them and preventing risky behaviour.
2. Protecting you and the environment from harm – our legal obligation to keep buildings and businesses safe for people to use.
3. Being there when you need us – our emergency service responds quickly to people who are in danger or distress.
4. Making every penny count – spending our budget wisely and maximising what we do with it.
5. Supporting and developing our people – making sure our employees are at the centre of what we do; are well led and have the right knowledge and skills.



6. Our values

As a Service, we are passionate about changing and saving lives, and we want to make a difference to the communities we serve.

We know that performance at work is not just about what we do (our technical competence) or what we know (our knowledge and experience), but is also about our culture (how we do things around here).

Our working culture is made up of our systems, structures, working practices and a whole host of variables – all of which centre around our shared values.

We have developed the RESPECT framework so that all staff, volunteers and Fire and Rescue Authority members understand what is expected of them.

We have also embraced the National Fire Chiefs Council (NFCC) Leadership Framework which is incorporated in our selection and progression processes.



Our Respect Framework

RESPONSIBILITY	<p>This is about:</p> <ul style="list-style-type: none"> • Taking responsibility for your actions, behaviours and decisions. • Being honest and assertive. • Doing your best and doing things in the right way. 	<p>And for leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Promoting and developing leadership at all organisational levels, not just the top.
EQUALITY	<p>This is about:</p> <ul style="list-style-type: none"> • Being fair and ethical, and knowing yourself. • Respecting and valuing differences. • Challenging unacceptable behaviour. 	<p>And for leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Embracing diversity and innovation, and being open to alternative views.
SUPPORT	<p>This is about:</p> <ul style="list-style-type: none"> • Working effectively with others. • Being sensitive to others' feelings and wellbeing. • Giving and receiving feedback. 	<p>And for leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Demonstrating and promoting compassion, with a focus on improvement and accountability.
PROFESSIONALISM	<p>This is about:</p> <ul style="list-style-type: none"> • Being credible, confident and having impact. • Understanding the context you are working in. • Working effectively with your stakeholders. 	<p>And for leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Being in the present but also horizon-scanning and leading across boundaries.
EXCELLENCE	<p>This is about:</p> <ul style="list-style-type: none"> • Having a 'one team' approach. • Being flexible and adaptable. • Doing your best and helping others to do the same. 	<p>And for leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Using high levels of emotional intelligence to influence and achieve shared missions or goals.
COMMUNICATION	<p>This is about:</p> <ul style="list-style-type: none"> • Delivering messages effectively. • Listening to others and checking understanding. • Being positive and committed. 	<p>And for leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Creating a compelling vision and taking people with you.
TRANSFORMATION	<p>This is about:</p> <ul style="list-style-type: none"> • Being open to change and new thinking. • Adapting ways of working. • Challenging the status quo. 	<p>And for leaders and managers, it also means...</p> <ul style="list-style-type: none"> • Acting as an ambassador for change through your own practice, and by creating and sustaining a learning environment.

7. Strategic Leadership Team



Ben Ansell - Chief Fire Officer

Ben began his fire service career in 1994 and has been Chief Fire Officer since December 2016. As the Chief Fire Officer, Ben is the Head of Paid Service, responsible for operational leadership of the Fire and Rescue Service. He is also the Fire and Rescue Authority's professional adviser on all matters which are not the responsibility of either the Treasurer or the Clerk & Monitoring Officer.



Derek James - Deputy Chief Fire Officer

Derek has worked for the Fire Service for nearly 20 years and was appointed as Deputy Chief Fire Officer in September 2017. Derek is responsible for overall coordination of Service strategy and performance. He is the strategic lead for Strategic Planning & Corporate Assurance; Information, Knowledge & Communications; Health & Safety; Democratic Services and Safeguarding.

Derek is the LGBT network champion.



Jenny Long – Director of People Services

Jenny has worked for the fire service for more than 25 years and has been Director of People Services since April 2016. Strategic lead for Operational Training, Learning & Development, Human Resources and Diversity & Inclusion.

Jenny is the Woman's network champion.



Jim Mahoney - Director of Community Safety

Jim began his fire service career in 1991, and he became Assistant Chief Fire Officer in February 2017. Jim is responsible for Area Commands, Prevention, Protection and Resilience.

Jim is the Black and Asian network champion.



Byron Standen - Director of Service Support

Byron began his fire service career in 1992 and became Assistant Chief Fire Officer in March 2019. Byron is responsible for Assets, ICT, Fire Control, Procurement, Response Development and Response Support.

Byron is the Peer Support/Mental Health network champion.

8. The Advert

We are a forward-looking organisation that is actively seeking to have the very best and most talented officers. We were delighted to be graded 'Good' across the three inspection pillars of Effectiveness, Efficiency and People by HMICFRS. Whilst we are proud of this achievement, there is still work to do to enhance the positive impact our services have on our communities; working with our partners providing value for money across the public sector.

Our Area Managers have a pivotal role in the future growth and development of our Service. They are key to leading our Service through the exciting and challenging times ahead. Our Area Managers are currently based within prevention and protection; community safety/operations, response development and training & development.

The Area Manager Prevention and Protection is a key part of the community safety directorate management team and will be directly responsible for the prevention and protection functions. The post-holder will be expected to support and drive the development of the strategic response to prevention and protection. They will work closely with Area Manager (Community Safety/Operations) to ensure an integrated approach to the delivery of all community safety activities.

The role will represent the Service at strategic partnerships such as Health and Well-being Boards and ensure key matters are fed back into our Group Managers via the directorate management team. Similarly, this will require an understanding of the challenges of delivering business as usual activities within the field of protection and ensuring this dynamic environment is understood, so that we can proactively deliver legislative changes and work arising out of the Building Safety Programme.

We are seeking an exceptional individual who can demonstrate strong personal impacts and is able to grow with the Service. You will be stretched and challenged – so we are looking for individuals who are creative, innovative and an accomplished senior manager. You will contribute to the shape of the Service and will provide the personal drive, strategic leadership and performance management skills that will make a difference.

You will be expected to have delivered transformational work and will understand the importance of change management in a rapidly changing environment. You are expected to be adaptable, as your role will change over time, and importantly you will be expected to be a team player and a respected leader who motivates teams and brings them with you.

The role will be demanding but rewarding and we are seeking individuals with exceptional judgement, independence of mind, the ability to assimilate complex information and who can provide constructive challenge and fresh thinking. You will bring a track record of personal success in your career to date, combined with resilience and outstanding integrity.

The salary for the role is in accordance with the NJC pay scales for Area Manager B which is currently £59,565 per annum, plus 20% FDS supplement. A 10% locally agreed allowance (of base pay) is also payable for undertaking EFSM1, EFSM4 and EFSM7 and working the Area Manager Duty System. Therefore, the successful candidate will be required to complete the strategic incident command qualification and demonstrate competence against EFSM1 as part of their development. There is also a requirement to reside within the Service area in order to provide a standby base that is agreeable to meet the business needs.

9. The Person Specification

Category	Requirement	Assessed by*:
Key Criteria E = Essential; D = Desirable	Competence at Group Manager (E)	A
	Hold a current UK driving licence (E)	A
	Evidence of operational command competence against Incident Command Level 3 /EFSM 2 (E)	A/IS
	Strategic level management qualification (D)	A
	Strategic Incident Command Level 7 qualification (D)	A
Knowledge and Experience	Experience at Middle Manager level of providing leadership, command and support of fire operations with comprehensive knowledge of the national, regional and local legal and operating environment of fire and rescue services.	I/P/IS/SP
	A good working knowledge and understanding of fire safety and associated legislation with the ability to translate this into effective working practices and procedures.	I/P/IS/SP
	A good understanding of prevention and partnership working coupled with the ability to develop innovative solutions and ways of working to the benefit of our communities.	I/P/IS/SP
	Success in leading, managing, motivating and developing teams including applying performance management techniques to ensure high quality service delivery.	I/P/IS/SP
	Experience of managing budgets and resources and taking a strategic approach to financial issues.	I/P/IS/SP
Skills and Attributes	Have excellent communication skills (including presentation and written), and strong advocacy skills allowing you to build strong relationships with stakeholders at all levels.	A/I/P/IS/SP
	Have excellent planning, people and organisational skills with the ability to make effective decisions based on good judgement.	I/P/IS/SP
	Have political acuity and the ability to work in a political environment.	I/P/IS/SP

*Application(A), Interview (I), Presentation (P), Impact Statement (IS), Stakeholder Panel (SP)

10. The Application Process & Timetable

Application Process

To apply for the vacancy please submit the application form which includes the personal impact statement.

The closing date for applications is 9:00 am on Monday 17 August 2020. Shortlisting will take place on Wednesday 19 August 2020.

Selection Process

The selection process will consist of:

- **Technical stakeholder panel**, comprised of prevention & protection team managers with the Area Manager for Community Safety and the Area Manager Operational Training and Learning and Development.
- **Strategic stakeholder panel**, comprised of Heads of Department and the Area Manager for Response Development.
- **Professional discussion and presentation** with members of the Strategic Leadership Team.

The selection timetable is set out below.

- Technical stakeholder panel – 2nd, 3rd or 4th September
- Strategic stakeholder panel – 8th September
- Professional discussion and presentation – 9th or 10th September

The personal impact statement will also be considered as it is central to the selection process.

It may be necessary that a further shortlist takes place after the technical stakeholder panel.

The stakeholder panels will be held virtually via Microsoft Teams. Shortlisted candidates will be contacted to ensure they are familiar with Microsoft Teams and its functionality.

We are planning that the professional discussion and interview will be carried out face to face at our Headquarters in Salisbury (subject to COVID Government guidance).

Further information with regards to the selection process will be provided to shortlisted candidates.

Please submit completed applications (Application Form and Personal Impact Statement), and any associated queries, to jane.deuchars@dwfire.org.uk.

11. Terms and Conditions

Conditions of Service	The appointment is permanent and conditioned to the National Joint Council for Local Authority Fire and Rescue Services, Scheme of Conditions of Service (referred to as the Grey Book).
Place of Work	<p>The post is based at Service Headquarters in Salisbury. The role also requires the successful candidate to work in other locations as required, including travelling outside of the Service area.</p> <p>In line with our flexible and smarter working principles you will not be expected to attend your place of work every day as we encourage and support virtual meetings. We do however value and recognise face to face meetings support the morale and wellbeing of teams, therefore expect a healthy balance to be maintained.</p>
Place of Residence and Relocation	The appointment requires operational cover and in order to provide strategic direction and operational command up to and including Gold Command, the successful candidate is expected to reside within the Dorset and Wiltshire area in a location approved by the Chief Fire Officer. A relocation package (up to £7,500) is available in appropriate cases.
Salary	In accordance with the NJC pay scales for Area Manager B. Currently £59,565 per annum, plus 20% FDS supplement and 10% locally agreed allowance (on base pay) for undertaking EFSM1, EFSM4 and EFSM7 and working the Area Manager Duty System.
Car	The postholder will be given access to a provided car which can only be used for work purposes.
Pension	The Pension Scheme is the Firefighters' Pension Scheme 2015 (or the Firefighters' Pension Scheme 1992 or the New Firefighters' Pensions Scheme 2006 as appropriate).
Hours and Working Pattern	<p>The basic hours of work are 42 per week. The postholder will be required to work any reasonable additional or regular hours necessary to ensure the proper performance of the duties of the post. No additional payments are made for this time.</p> <p>The operational rota will involve being on primary call as Duty Area Manager for one seven-day period in every four weeks, but available for recall at all other times within a reasonable time period. Outside of providing an operational response you will be expected to manage your time against Service priorities and therefore you need to take a flexible approach to managing your working hours.</p>
Annual Leave	<p>The Grey Book Conditions of Service apply but with local application as set out within Service procedures.</p> <p>Taking of annual leave is by agreement with Area Managers to ensure that suitable operational and managerial cover is always maintained.</p>

Sick Pay	<p>The Grey Book Conditions of Service apply but with local application as set out within Service procedures.</p> <p>The granting of sick pay is conditional upon compliance with the Fire and Rescue Authority's requirements regarding notification and certification of sickness.</p>
Notice	The appointment is subject to three months' notice on either side.
Political Restrictions	<p>By virtue of the Local Government and Housing Act 1989, Sections 1 and 2, the post of Area Manager is classified as politically restricted under definition of the Act.</p> <p>The postholder will be expected to maintain political neutrality in relation to the work of the Authority.</p>
Code of Conduct	The postholder will be required to observe the requirements of the Dorset and Wiltshire Fire and Rescue Authority Standing Orders and other internal policies.
Job Duties	The duties of the role of the Area Manager are set out in the Area Manager rolemap and Brigade Manager rolemap units EFSM1, EFSM4 and EFSM7.
Training	During service the Area Manager will be required to undertake any training or attend any training course deemed necessary to meet the requirements of the post.
Subsistence	National provisions apply to subsistence payments and these are subject to the production of receipts as applicable.
NFCC	DWFRS pay the corporate fee for NFCC.
Uniform	A uniform will be provided.

12. Staff Benefits

Working for the Service, you will be able to access many benefits:

Smarter working – as the Service spans a large geographic area, we are committed to reducing unnecessary travel for staff working across the two counties. We have invested in Office 365, promoted on-line meetings via Microsoft Teams, and provided the equipment and infrastructure to support working from any location with an internet connection.

Learning and Organisational Development – there are opportunities for all employees to further develop in their roles and pursue training and development pathways and qualifications.

Apprenticeships – we encourage development across all areas of the Service by offering apprenticeships to staff at all levels; this includes master's degree level.

Parking onsite – free car parking is available to all Service employees at our HQ, stations and support offices.

Union membership – we recognise the Fire and Rescue Services Association, Fire Brigades Union, Fire Leaders Association, Fire Officers Association and Unison, as negotiating partners.

Staff Networks – we have a LGBT and Woman's network and are setting up a Black and Asian Network.

Cycle to Work – we are in the process of putting in place a cycle to work scheme that will be rolled out across the Service.

Sports and Social Club – The objective of the Sports and Social Club is to promote and assist its members by provision of sporting, social and recreational facilities, including the provision of financial assistance. The Club is open to all DWFRS operational, corporate and retired members of staff. The Club operates an in-house lottery subscription, where five prizes are drawn each month.

Flexible working procedures – your working environment and work-life balance is important to us, so we have a range of procedures that enable members of staff to work flexibly within the requirements of their role.

Childcare voucher scheme – we offer the Government approved tax efficient childcare scheme.

Peer Support – a number of our staff are peer supporters who can sign post to various support including mental health support programmes.

Counselling – we work with an external counselling provision to provide a private and confidential counselling service to all members of staff and their immediate family members, and also retired staff and their immediate family members.

Eye voucher – employees are eligible for free eye tests and a discount towards glasses.

Flu vaccinations – employees can claim recompense for flu vaccinations if they do not qualify for a free injection.

Free gym access – all employees are eligible to use gym equipment at our fire stations free of charge, including a full induction by one of the Service instructors (this includes treadmill, rowing machine, exercise bikes and weights).

Leisure centre access at HQ – employees are eligible to use the Five Rivers Leisure Centre swimming pool facilities at a corporate discounted rate (www.wiltshire.gov.uk/leisure-memberships).

Physio sessions – we offer up to six physiotherapy sessions to provide interim support for any condition to support the health and wellbeing of the individual.

Fire Fighters Charity – the Charity helps all staff to recover their lives by supporting their physical health, mental health and social wellbeing. All employees, including dependents, are eligible and the qualification is lifelong after five years of service: www.firefighterscharity.org.uk.