



Llywodraeth Cymru
Welsh Government

Candidate Brief and Job Description

Chief Fire and Rescue Adviser and Inspector for Wales

Education and Public Services Group



The Prince's
Responsible
Business Network

Cyflogwr Gorau ar gyfer Hil 2018
Best Employer for Race 2018



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1. Message from Reg Kilpatrick, Director Local Government

Thank you for your interest in the post of Chief Fire and Rescue Adviser and Inspector for Wales.



This is an exciting time for fire and rescue services. Like the rest of the UK, we have seen a strong and sustained reduction in the incidence and severity of fire. But the Service now needs to adapt and diversify if it is to build on the opportunities offered by that success. The Welsh Government is committed to supporting this change, and to enabling the Service to play a broader role in keeping people and communities safe. That requires a programme of transformation within the Service which includes both the specific role of the firefighter and the focus of the Service more widely.

There are other challenges too. Falling incident volumes are making it increasingly hard to recruit and retain the on-call firefighters who serve the great majority of Wales. The population of Wales is ageing at an even greater rate than the rest of the UK, meaning more vulnerable people are at risk of fire in their homes. The many and complex lessons of Grenfell Tower still have to be learned and applied. The Service is increasingly confronted with risks driven by uncontrollable global issues such as climate change and terrorism. And of course Brexit will put all public services under unprecedented strain.

The Welsh Government works closely with the Service to address these challenges. Our long-standing emphasis on improving fire safety has helped reduce dwelling fires further and faster than anywhere else in the UK. We also have a unique and comprehensive duty on the Service to respond to flooding and water rescue incidents, and were the first in the UK to bring marauding terrorist attack capability within the core National Resilience programme. All of this has been done in full partnership with our three FRAs, and with firefighters' unions.

We are now looking for an individual who can help sustain that progress by providing high-quality professional advice to officials and to Ministers; and who can act as an effective link between Government and Service. The post also carries inspection functions and duties, but those are less prominent in the role and we do not envisage the Chief Advisor functioning as an arms-length inspector of the Service.

I am looking forward to recruiting and working with a new colleague who has the qualities needed to help support this challenging and fulfilling agenda, and who will make a genuine contribution to keeping the people and communities of Wales safe.

2. Welsh Government background

The Welsh Government is the devolved government for Wales. With an annual budget of around £15 billion, the Government is responsible for key aspects of public life in Wales including health, education and skills, the economy and transport, and agriculture and the environment. The Welsh devolution settlement has evolved dynamically since the establishment of the National Assembly in 1999, and now embraces full control of most areas of public life in Wales.

The First Minister of Wales is the Rt Hon Prof Mark Drakeford AM. He has appointed a team of Welsh Ministers and a Counsel General to serve in his Cabinet, which is the main decision-making body of the Welsh Government. Welsh Ministers are accountable to the National Assembly for Wales, the legislative body that comprises 60 elected Members and is based in Cardiff.

Welsh Ministers are supported by a workforce of around 5,000 civil servants, approximately half of whom are located in Cardiff, with the remainder based in Welsh Government offices across Wales. The Welsh Government also has offices in London, Brussels and an overseas estate geared towards trade and investment work. The Permanent Secretary leads the Welsh Government Civil Service and is accountable to the First Minister and Welsh Ministers. The Permanent Secretary is directly supported by four Director Generals who each lead a distinct but wide-ranging portfolio of government business.

The Wellbeing of Future Generations Act provides the context for our work and sets out the five ways of working to be embedded in our organisation:

<http://futuregenerations.wales/about-us/future-generations-act/>

The Welsh Government has an equality objective to aim to be an exemplar employer in the equality, diversity and inclusion agendas and this approach is embedded in the organisation – from having a Board Equality and Diversity Champion, and vibrant diversity networks supported by senior champions, to setting diversity targets to improve the numbers of under-represented groups for example BAME and disabled staff and

women at a senior level. We have an established team which supports disabled staff to have the reasonable adjustments they need in place to do their job. A number of senior leaders act as sponsors of our diversity groups and across departments.

The Welsh Government elected in May 2016 has outlined its priorities in its Programme for Government, *Taking Wales Forward* which will be delivered via a national Strategy – *Prosperity for All*. This aims to address significant challenges during its five year mandate and offers a progressive agenda for improving the quality of life in Wales. The overall strategic ambition is to build a Wales which is a self-confident, prosperous, healthy nation and a society which is fair to all. In light of the Wales Act 2014 and the Wales Act 2017, significant changes have been made to the fiscal powers of Welsh Ministers, including the devolution of tax and borrowing powers. More than 25% of the £15bn spent by the Welsh Government will now come from Welsh taxes. This is a very important further step in the devolution journey with major implications for the National Assembly, the Welsh Government and a range of other public sector bodies. A Welsh Revenue Authority has been established to collect and manage devolved taxes.

The Welsh Government set out our priorities for Wales should the UK leave the EU in *Securing Wales' Future* and associated policy documents. Following recent changes in the UK Government and the outcome of the European Parliamentary elections the Welsh Government policy position is that the UK should remain in the EU and a second referendum should be held to achieve that aim. Should the UK leave the EU this will present significant challenges to the Welsh Government, including the economic impact of reductions in market access and changes to migration. Alongside those impacts EU exit presents significant challenges to the devolution settlement and the relationships between the nations of the UK. It is vital that Wales' interests are fully recognised in future UK governance arrangements. Wales is an outward-facing, globally-trading nation with a strong track record of attracting inward investment. Along with other public bodies in Wales, the Welsh Government is subject to the Wellbeing of Future Generations Act and to the Welsh Language Standards, both of which require the Civil Service to work in new and different ways to improve policy development and the services delivered to the people of Wales.

3. Purpose of Post

The Fire Services Branch sits within the Community Safety Division and is part of the Local Government Directorate, which sits within the Education and Public Services (EPS) Group.

Fire and rescue services are fully devolved in Wales and the Welsh Government works closely with the three Welsh Fire and Rescue Authorities (FRAs) to bring about safer communities.

The Chief Fire and Rescue Adviser and Inspector (CFRAI) for Wales is appointed by Her Majesty in Council under section 28 of the Fire and Rescue Services Act 2004 and is the principal professional adviser within the Welsh Government on fire and rescue matters. The CFRAI's professional advice supports the Welsh Government in discharging its duties under the 2004 Act.

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 the making of arrangements for 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.

4. Key Responsibilities

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

- Provide professional advice on matters of operational preparedness, performance, management and organisation of FRAs in Wales.
- Advise, from a fire officer's perspective, on the development of a new building safety regime for Wales in light of the Hackitt Review and other lessons arising from the Grenfell Tower fire.

- 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 Chief Fire Officers in Wales, providing challenge where appropriate, on specific policy areas with an aim to increase collaboration, quality standards and professional expertise.
- Identify best practice in the governance, management and delivery of fire and rescue services, and promote its adoption in Wales.
- Assist the Fire and Rescue Services to assess their operational preparedness and maintain an overview of Risk Reduction and Improvement.
- Produce reports following timely reviews of specific areas of the Fire and Rescue Services and make recommendations from the reviews' findings.
- Contribute to National Resilience planning and policy including assessment of Fire and Rescue Service business continuity arrangements and capabilities.
- Represent the Welsh Government, where appropriate, at UK and international level, and interact with the media when required.
- Manage 2 staff – the Assistant Adviser and Crown Premises Inspector.

5. The Person

The successful candidate will be expected to demonstrate:

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

- Evidence of working effectively in a multi-disciplinary team to achieve a common goal. As this is a civil service appointment, you will need to be able to work closely with civil servants and in line with the Civil Service Code and values.

6. Development Opportunities Offered by the Post

This post offers the opportunity to work closely with Government, and to influence the development and implementation of a challenging and radical agenda. You will gain experience of applying your professional expertise to national-level policy and programme development.

7. How to apply

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

Applications should be submitted via the Welsh Government on-line system and submitted no later than **23:55 on 25 September 2019**. To apply, you will be asked to register for an account on the on line system using an email address. It is recommended that you select an email address to which only you have access, as this will be our main method of communication with you regarding the selection process.

If you have an impairment which would prevent you from applying on line, please email SCSRecruitment@gov.wales to request an alternative format, or to request a reasonable adjustment related to impairment in order to submit your application.

Diversity information

The Civil Service is committed to achieving a workforce that reflects the society it serves, at all levels including the most senior. Collecting this information enables us to identify whether we are recruiting from the widest possible pool of talent and check that all groups are being treated fairly throughout the process. This form will not be disclosed to anyone involved in assessing your application. If you do not wish to provide a response to a particular question, you should complete the 'Prefer not to say' option. You will not be able to submit your application if you leave any of the questions unanswered.

As part of the recruitment process, you will be asked to provide the following:

- A completed **application form**;
- **An up to date CV** setting out your career history with key responsibilities and achievements;
- A personal **statement of no longer than two sides of A4** explaining how your professional qualifications, skills, qualities and experience are suitable for the role and, in particular how you meet the person specification.

Welsh language

Although Welsh language skills are not essential for this post they would be an asset. The successful candidate must show an appreciation of bilingualism and share our commitment to promoting appropriate use of the Welsh language. We encourage and support staff to learn Welsh if they do not already do so.

Questions and informal discussion

For an informal discussion about the post, please contact Karin Phillips, Deputy Director Community Safety on **0300 025 1447** or email karin.phillips@gov.wales

Online technical problems

Please email SCSRecruitment@gov.wales

8. Selection process

Overview

The Recruitment Team will acknowledge your application via the Welsh Government system and when appropriate you will be advised about the outcome of the shortlisting meeting.

Assessments

Candidates will be shortlisted based on their application, CV and personal statement. The shortlisting meeting will take place on **1 October 2019**.

Staff Engagement Exercise: Shortlisted candidates will be asked to take part in an engagement exercise with a small panel of staff. Details will follow.

Interviews

Interviews are scheduled for **14 October 2019**. They will be held in Welsh Government offices, Cathays Park, Cardiff CF10 3NQ. Interviews will last around 45 minutes.

Shortlisted candidates may be asked to give a short presentation on a relevant subject at the interview.

Please note that if you are requested to give a presentation, they are to be delivered without the use of hand-outs or electronic devices, however, you are welcome to use prompt cards.

The Selection panel is as follows:

- Julie Carne, Deputy Director, HR Operations and Performance (Chair)
- Karin Phillips, Deputy Director, Community Safety Division, Education and Public Services Group
- Zakhyia Begum, Head of Estates Operations, Permanent Secretary's Group
- Lee Howell, Chief Fire Officer, Devon and Somerset Fire and Rescue Authority

Biographies for the selection panel



Julie Carne

My current role is Deputy Director for HR Operations and Performance at Welsh Government.

I've worked in the Civil Service, firstly in the Department for Employment and then the Welsh Office/Welsh Government in a career spanning over 30 years. During that time I have worked as a Training Adviser, International Links Manager and then, for the past 22 years, in various roles in HR. I've been an HR Business Partner, worked in Equality

and Diversity and Recruitment but for the past few years have headed up the HR Policy Team, specialising in employee relations, policy and employment law until recently taking up my current role.

I joined the Welsh Office/Welsh Government in 1990. I was attracted to the organisation as I wanted to be able to work directly on something affecting the lives and prospects of people in Wales. Over the years I have been able to develop the skills I already have and acquire a number of new ones, working my way up through the grades on the way, and gaining a very broad range of experience.

Working for the Welsh Government means I have benefited from excellent terms and conditions of employment which mean I have been able to balance having a rewarding and fulfilling career with bringing up a family. The flexibility of our working conditions mean I have been able to arrange my work over the number of hours and at locations which have worked both for me and the business in a very supportive environment.



Karin Phillips MBE

My current role is Deputy Director of Community Services in the Local Government Department at Welsh Government. This role includes oversight of all aspects of policy relating to fire and rescue services in Wales.

I have worked in Welsh Government and its predecessor organisation, the Welsh Office, for 30 years, initially as a Government Statistician and more recently in policy roles. Prior to joining the Civil Service I worked in IT in industry and in the Medical Research Council as a statistician. I am also an Executive Coach and Mentor and coach individuals from across the public sector in Wales.

I was attracted to the Civil Service as it offered the opportunity for a wide and varied career and support to develop my knowledge and skills. I have always had the support I need to work flexibly and balance my work and family responsibilities of wife, mother and now grandmother!

Given my varied career within Welsh Government I have had experience of working, both as a professional and as a policy lead, on the development, implementation and evaluation of policy. As a policy lead I have worked closely with individuals from a

number of different professions, including the Chief Fire and Rescue Adviser and Inspector.

Working in Welsh Government as a professional provides the opportunity for you to use your personal expertise, knowledge and skills, working in a multi-disciplinary team, to make a difference to people's lives in Wales. Personally I have found this to be a positive and fulfilling experience.



Zakhyia Begum

My current role is the Head of Estates Operations and I am a Grade 7 in our Property and Professional Services Division at Welsh Government.

I've worked in both the private and public sector in a career spanning over 20 years. During that time my roles have been within a customer facing; commercial; project management; procurement and then operational function of these organisations. For the past few years I've specialised in value for money assessments of the Government's capital expenditure via my current role.

I joined Welsh Government back in 2004 and I was attracted to the organisation as after working for 2 SME's in London and then rural mid Wales, I wanted to try working for a more wide-ranging and diverse organisation than either of those. I saw it as an opportunity to gain a breadth of experience as well as exposure to new challenges whilst remaining in a single organisation; as well as working for the interest of communities I've known across Wales.

I have a young family and the organisation has been incredibly supportive and flexible in helping me to achieve an effective balance between working full time in a busy job and being a mum. I am a member of the Welsh Government's Women's Network as well as the Cabinet office Race to the Top network. I have also acted as mentor for Senior Civil Service colleagues on equality and diversity matters.



Lee Howell

I have been a Chief Fire Officer for 15 years having first been appointed as CFO and Director of Public Protection in Suffolk in 2004. I have been the CFO of Devon and Somerset Fire and Rescue Services since 2009 and since that time have also held roles as the President of the Chief Fire Officers Association (2011/12) and Chief Fire and Rescue Advisor and Inspector for Wales (20013/15). I have just returned to Service from an 18 month secondment to Avon & Somerset Constabulary where I led on a Home Office Police Transformation Scheme bid to deploy data and analytics to reduce demand, threat and harm within a multi agency integrated services hub partnership model. I am a Trustee (and Deputy Chairman) of the UK Firefighters Memorial Trust and is the National Fire Chiefs Council lead for the Data and Digital Portfolio. In 2019, I was the first Fire Service Officer to complete the Strategic Command Course run by the College of Policing. I was awarded the Queens Fire Service Medal for distinguished service in the 2014 New Years' Honours list. My interests include Rugby Union and Surfing. I am married, have two children and live in Devon .

Guaranteed Interview Scheme for Disabled People

As part of our commitment to encouraging disabled people to apply to the Welsh Government we have a Guaranteed Interview Scheme. Welsh Government accepts the social definition of disability, in which it recognised that barriers in society act to disable people who have impairments or health conditions or who use British Sign Language. We are committed to removing barriers so that all (or potential new staff) can perform at their best. The Equality Act 2010 uses the medical definition of disability (“a physical or mental impairment which has a substantial and long-term impact on a person’s ability to carry out normal day to day activities”).

We guarantee to interview anyone who is disabled whose application meets the minimum criteria for the post. By ‘minimum criteria’ we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence for the role and any qualifications, skills or experience defined as essential. We are committed to the employment and career development of disabled people.

If you have an impairment or health condition, or use British Sign Language and need to discuss reasonable adjustments for any part of this recruitment process, or wish to discuss how we will support you if you were to be successful, please email SCSRecruitment@gov.wales as soon as possible and a member of the team will contact you to discuss your concerns and requirements.

Competencies

Applicants are required to demonstrate their competency against the full range of leadership and SCS core skills identified for Senior Civil Servants as part of the Civil Service competency framework.

For further information about core competencies please access the full document via the hyper link below:

Core Competencies

All Civil Servants are expected to conduct themselves in accordance with the Civil Service Code, please see **APPENDIX B**

Indicative timetable

The closing date for applications is **25 September 2019**

Interview panel: **14 October 2019**

9. Terms of appointment

The post is advertised on a fixed term basis or on a secondment basis (where you would retain your existing terms and conditions including salary) initially for 2 years, with the potential 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.

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 and Director General. This role is at Deputy Director (SCS1) level.

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 the three Welsh Fire and Rescue Authorities. Where travel is necessary, reasonable travel costs will be reimbursed.

Annual leave

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

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.

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 and to increase the numbers of BAME and disabled people in the SCS by 2025.

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. We are currently ranked 8th 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 from a:gender in 2018. Key to supporting this work and providing peer support are four Board sponsored Staff Networks (Disability Awareness and Support (DAAS); Minority Ethnic 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. **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 Peter Kennedy, HR Director via email at peter.kennedy@gov.wales or in writing to Peter Kennedy HR

Director, Permanent Secretary's Group 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.

Security level

The successful candidate must be cleared to security check (SC) level before starting or posting to the job. The timescales for security clearance may vary, however, after receiving the complete paperwork it can take between 10 and 12 weeks.

Appendices

Appendix A: Civil Service Leadership Statement

The leadership statement can be found here:

<https://www.gov.uk/government/publications/civil-service-leadership-statement/civil-service-leadership-statement>

Appendix B: Civil Service Code

The Civil Service Code can be found at:

<https://beta.gov.wales/civil-service-code>

