



Area Commander/Manager

vacancy notification

An exciting opportunity has come available for an **Area Commander/Manager** to join Cambridgeshire Fire and Rescue (CFRS).

Salary: base salary £69283.00 per annum plus:

- A Pensionable Flexible Duty supplement of 20% of basic salary.
- Area Commanders' Rota supplement - 9%
- Performance related supplement.
- A non-pensionable performance related supplement of up to 4% of total pay (including flexible duty supplement, weekend resilience supplement and additional hours supplement) may be awarded

Contract type: Substantive

Closing date for applications: 1st March 2024

About CFRS

CFRS is a modern, progressive service that provides exceptional service to the population of Cambridgeshire and Peterborough.

We operate from 27 fire stations across Cambridgeshire and Peterborough. We have four wholetime stations, three day crewed and the remainder are on-call stations, one of which is a voluntary fire station. Strategic leadership team, professional support groups and our Combined Fire Control are all based at our Service Headquarters in Huntingdon.

CFRS is made up of more than 600 dedicated, talented people who all play a role in reducing risk and saving lives and are united in our vision of safe communities where there is no preventable deaths or injuries from fire or other emergencies.

We are willing to do things differently and constantly seek to improve. His Majesty's Inspectorate of Constabularies and Fire and Rescue Services inspected us in Spring 2023 and our report was published in August 2023.

There are 11 areas in which we were inspected on. We scored one area of Outstanding, six Goods, three Adequates and one Requires Improvement.

We are very proud to have been recognised as an organisation that is seen as outstanding for the use of our resources.

In addition, innovative and promising practice was also identified with our sustainability strategy, involvement of external assessors in recruitment of wholetime firefighters, our fitness equipment for firefighters and menopause and maternity provisions. We were also highlighted for being a neurodiversity friendly employer and having a 'positive working culture where staff feel valued and listened to'. View the report here: [Our Inspection Report \(cambsfire.gov.uk\)](https://www.cambsfire.gov.uk/our-inspection-report)



About the **ROLE**

As part of our leadership team, you will play a vital role in helping to develop and translate the Service's strategic direction into efficient, effective actions that produce clear and measurable outcomes.

You will be responsible for advancing and supporting the Service to deliver our vision of a safe community, where there are no preventable deaths or injuries in fires or other emergencies. You will strive for operational and community safety excellence, demonstrate value for money, and put people, in the communities we serve and our staff, at the centre of everything we do.

The role of Area Commander has broad reach and scope. You will be required to display exceptional leadership skills and actively participate in building an organisation that is inclusive and representative of the communities we serve.

Our values of Welcome, Respect and Dignity will act as your guiding principles in every interaction with the people you work with and the community we serve.

Selection **Process:**

1. Candidates interested in this opportunity are invited to attend briefing events that are scheduled to take place on the **12th of February at Service Headquarters in Huntingdon. Please contact our recruitment team on recruitment@cambsfire.gov.uk to express your interest in the role and confirm your attendance.**
2. Applications will open on **13th February**. Candidates who meet the eligibility criteria (listed below) will be required to complete an application along with supporting documentation, details of which can be found in the application form. Please be aware that the closing date for all applications is **1st March 2024 at 13:00**.
Please note: A copy of the application form and further information will be made available on our website: [Current Vacancies \(cambsfire.gov.uk\)](https://www.cambsfire.gov.uk) on the 13th February.
3. All applications received will be anonymised and submitted for shortlisting, which will be completed by the **6th of March**.
4. Candidates who have successfully completed the shortlisting process will be invited to attend an assessment event scheduled on the **14th of March**. Full details of the assessment event will be shared with the selected candidates.
5. Successful candidates will be invited to the final stage assessment taking place on the **20th of March**.
6. Outcome of the process will be shared and announced on the **21st of March**.

All interested candidates are requested to make a note of these dates, and while every effort will be made to be flexible, we aim to complete the process within the timelines outlined above.



Eligibility:

CFRS welcomes applications from all sections of the community, but this role has the following eligibility criteria:

- Substantive and fully competent Area Commanders/Managers with experience in role, serving with a UK Fire Authority fire and rescue service.
- Substantive and fully competent Group Commanders, who are looking to progress their career.
- Be Incident Command Level Three (Advanced Award in Incident Command level 6) qualified.
- Not be subject to a current capability action plan concerning performance.
- Not be subject to current disciplinary proceedings or a live formal disciplinary sanction.
- Able to work and live in the UK free from any restrictions.
- Have a residential base within one hour travel time from CFRS HQ in Huntingdon and Bedfordshire Fire and Rescue Service (BFRS) HQ in Kempston. **(Please note a relocation package would be available should the appointable candidate chose to move their home base into county of £8,000 tax free but up to £30,000)**

Important dates:

- Attend briefing session on **12 February 2024**.
- Applications open **13th February 2024**
- Complete application by **1st March**. Full details of the role will be available on – [Current Vacancies \(cambsfire.gov.uk\)](#).
- **Please note that the closing date for all applications is 1st March 2024**

We believe in the dignity of all people and their right to respect and equality of opportunity. Our recruitment team are available if you 'd like to confidentially tell us about any conditions you have, whether diagnosed or undiagnosed, to be taken into consideration during the recruitment process. This may be physical, mental health related or neurodiversity. Please be assured that anything you tell us will not be taken into consideration in determining your suitability for the role, it is only to help us make any reasonable adjustments during the recruitment process for you.

If you have any questions our recruitment team are here to help and can be contacted on recruitment@cambsfire.gov.uk



Job Description

Job Title: Area Commander

Responsible to: Assistant Chief Fire Officer or Deputy Chief Executive

Outline of Main Duties and Responsibilities

1. Operational Command

The post holder will be required to attend and take charge of Silver/Tactical level incidents. They will be conditioned to a shared operational rota system with Bedfordshire Fire and Rescue Service, which may require them on occasions to take charge of incidents at Gold/Strategic level until such time as a Principal level officer from either Service is able to take command. Such additional responsibility will attract a 9% pensionable supplement to basic pay.

Officers will be expected to be incident command qualified to the suitable level. The postholder will receive a flexible duty allowance equivalent to 20% of salary and be expected to provide primary and secondary cover on the shared Area Command rota.

2. Area of Managerial and Leadership Responsibility

Depending upon skills and experience in relation to other Area Commanders, the post holder will take overall responsibility for either the Operations, Community Safety or Operational Support groups. The appointee will be advised of the area they are to take charge of as soon as possible after the selection process is concluded.

The postholder will be accountable for ensuring that all staff working within their area of responsibility understand and deliver their personal contribution towards organisational success, and for providing leadership which promotes and role-models the “One Team” ethos.

3. Performance Management

The appointee will be expected to work closely with other Area Commanders and Heads of Groups and take a corporate approach in decision making in relation to the achievement of Service priorities. The performance of Area Commanders is judged on the achievement of team-based objectives and priorities. A performance related pay scheme is currently in operation, and whilst it continues individuals will be able to access up to 4% additional basic pay (non-pensionable) based on collective performance.

In CFRS, Area Commanders form the link between strategy and delivery; therefore, the appointee will be expected to translate agreed corporate priorities in to clear performance managed plans for their area of responsibility. There will be an expectation for all staff to receive appropriate levels of support from line management through the Service personal performance and development review process.



4. Project and Programme Management

CFRS operates an embedded project and programme management system, underpinned by a corporate risk management process. The appointee will be expected to sponsor or manage projects as and when required, ensuring that projects are in line with business need, delivered on time and in budget. They will be a standing member of the Service Business Development Programme Board, at which they will be held accountable for project delivery. The postholder will be key in ensuring the programme is executed efficiently and that resources across the organisation are effectively utilised to execute, deliver and embed change.

5. Chief Officer Advisory Group

The appointee will be a member of the Chief Officer Advisory Group and will be expected to contribute effectively to the development and implementation of corporate strategy. Collegiate working across departments is an underpinning tenet of success within CFRS and the appointee will be expected to build effective working relationships at every level across the organisation.

6. Relationship Management

The appointee will be expected to forge strong working relationships within the political and partnership working arena, including Fire Authority members, colleagues in other emergency services, NHS trusts, Local Authorities, the National Fire Chiefs Council etc. The appointee will be expected to apply influence to ensure that the priorities and objectives of the Service are understood, and that information is provided to ensure that political and partnership decision making is fully informed and effective.




Person Specification

Qualifications			
Criteria	Essential	Desirable	Measured by
Current and valid light vehicle licence	✓		Application Form
Successful Completion Level 3 Incident Command	✓		Application Form
Successful Completion of Level 7 Skills for Justice Award in Strategic Incident Command		✓	Application Form
Appropriate management qualification or degree, or equivalent or attendance at an executive level development programme		✓	Application Form
Knowledge			
Criteria	Essential	Desirable	Measured by
Understanding of the major issues being faced by the Fire and Rescue Service and how the Service might respond	✓		Assessments
Good understanding of the processes required for effective change management	✓		Assessments
Knowledge of the statutory role, powers and responsibilities of the FRS	✓		Assessments
Significant knowledge of the principles and practical application of Project and Programme management		✓	Assessments
Good understanding of CFRS key organisational aims and objectives	✓		Assessments
Experience			
Criteria	Essential	Desirable	Measured by
Evidence of managerial and leadership achievement at Area/Group Command level	✓		Application Form
Experience of identifying and driving out financial efficiencies through working collaboratively with peers, managers and other organisations	✓		Application Form/Assessments
Experience of outsourcing or mergers		✓	Assessments



Experience of working with others to deliver innovative change to improve organisational performance	✓		Assessments
Significant experience of delivering change and improvement both cultural and technical	✓		Application Form/Assessments
Significant Operational Incident Command experience at Silver and Bronze level	✓		Application form
Experience of developing effective working relationships with a range of stakeholders in order to improve outcomes	✓		Application form / Assessments
Skills and Abilities			
Criteria	Essential	Desirable	Measured by
Ability to positively impact on organisational culture by championing leadership throughout the organisation, encouraging strong interpersonal networks and a focused performance managed approach	✓		Application Form/Assessments
Ability to communicate in a clear, concise and articulate way	✓		Application Form/Assessments
Able to implement difficult decisions in an empathetic and emotionally intelligent way	✓		Assessments
Able to analyse complex information and present in a simple manner that enables effective decisions to be taken	✓		Assessments
Ability to effectively manage demanding and competing workloads whilst ensuring staff and self-maintain an appropriate work life balance	✓		Assessments
Attitude and Approach			
Criteria	Essential	Desirable	Measured by
Confident and resilient approach. Empathises with the needs of staff but embraces the need to demonstrably own and drive Service improvement	✓		Application Form/Assessments
A clear role model, who is organisationally aware, focused on improvement, able to communicate effectively, and is action focused	✓		Assessments
Strong personal commitment to equality and inclusion	✓		Application form



Business focused and clear about how to develop a compelling business case to influence and persuade others	✓		Assessments
Takes personal responsibility and accountability for their own actions and those of their staff	✓		Application form / Assessments
Committed to a mentoring/coaching style of management which encourages, recognises and rewards good performance and addresses poor and under performance effectively	✓		Assessments
Self-motivated with a positive, forward thinking, and solution orientated approach to problem solving	✓		Assessments
A team player who puts team achievement above own interests	✓		Assessments
Highly self-aware with a clear understanding of own strengths and weaknesses, with a current associated personal development plan	✓		Assessments