

Recruitment Information Pack



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

AREA COMMANDER

VACANCY REF: SFRS02089

CONTRACT STATUS: Permanent

LOCATION: Various

DEPARTMENT: Various

SALARY: £56,220 - £61,667 plus 20% flexi duty allowance

CLOSING DATE: 28 June 2022

The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all.

If you have any further questions, please contact the Resourcing Team at SFRS.PODVacancies@firescotland.gov.uk.



THE SCOTTISH FIRE AND RESCUE SERVICE

The Scottish Fire and Rescue Service exists to ensure the safety and wellbeing of the people of Scotland. Our strategic priorities are set out within the Scottish Fire and Rescue Framework 2016 and represent Scottish Government's high-level ambition for a modern, skilled and dynamic fire and rescue service.

We are a service which carries the shared values of our public sector; which works to combat the threats and risks of modern times; provides national resilience, coordination and specialist resources; and that holds local delivery at the heart of all we do, to ensure that we support local communities and focus on priorities which are relevant to, and serve the interests of, local people.

Our Strategic Plan 2019 – 2022 demonstrates our vision for the SFRS and our commitment to the delivery of a first-class fire and rescue service in Scotland taking account of our values, challenges and the importance of our workforce.

Audit Scotland and HM Fire Service Inspectorate audit and scrutinise us and the services we provide. Their Memorandum of Understanding sets out their distinct powers and responsibilities and outlines how they will conduct their audits and inspections.

At a time of ongoing reform of public services and a challenging fiscal and operating environment, our Area Commanders undertake a lead role in the continued evolution of the SFRS; thinking innovatively, leading by example and building on our culture of teamwork and respect to seek continual improvement in performance across the SFRS.

SFRS ORGANISATIONAL STRUCTURE

THE SFRS BOARD

The Scottish Government appointed a Chair and 11 other members to serve as members of SFRS, collectively referred to as the Board.

The Board provides strategic direction, support and guidance to SFRS ensuring that it operates effectively and that the Scottish Government's priorities are implemented. Board members are personally and corporately accountable for the Board's actions and decisions. They also scrutinise plans and proposals and hold the Chief Officer and Strategic Leadership Team (SLT) to account.

THE STRATEGIC LEADERSHIP TEAM (SLT)

The SLT is responsible for delivering the Scottish Fire and Rescue Service on behalf of the Board. The Chief Officer provides overall leadership to the service, supported by a Deputy Chief Officer who has responsibility for day to day service delivery and performance.

The HQ (corporate functions) Directorates are;

- Service Delivery;
- Service Development;
- Training, Safety & Assurance;
- People and Organisational Development;
- Strategic Planning, Performance and Communications.
- Asset Management;
- Finance & Procurement;

In addition, there are three Service Delivery Areas which are strategically placed in the North, East and West of the country to provide operational response and engage with partners and local communities across Scotland.

JOB DESCRIPTION

JOB TITLE:	Area Commander
DEPARTMENT:	Various
RESPONSIBLE TO:	DACO/Head of Service Delivery/Head of Function

This job description is indicative of the nature and level of responsibilities associated with this role and is not intended to be exhaustive.

ROLE OVERVIEW

Area Commanders contribute to the protection of people and in making communities safer. Area Commanders within the Scottish Fire and Rescue Service may be required to carry out;

- Incident Command Operational Firefighting and Rescue duties.
- Area Commanders responsibilities.

KEY CONTACTS

In the course of their duties and depending on their organisational role, Area Commanders may be responsible to;

- Senior Management Board (SMB).
- Strategic Leadership Team (SLT).
- Local Authority Executives.
- Members of the Scottish Parliament.

KEY RESPONSIBILITIES – OPERATIONS ROLE

- Ensure service activities meet the requirement of the community and effectively progress and achieve the objectives of the strategic plan.
- Establish information and communication strategies to manage the performance of the organisation.
- Manage the activities of functional areas by monitoring quality assurance systems.
- Identify, manage and implement change in service activities to meet future organisational needs and continuous improvement.
- Identify, justify and control the allocation and use of resources to support activities and in achievement of corporate objectives.
- Obtain and analyse information to make critical decisions and to advise and inform other people and to evaluate the effectiveness and quality of activities.
- Manage self and others to improve individual and team performance and identify and select people to meet the needs of the strategic and corporate objectives.
- Provide management support and leadership in the delivery of an emergency service within the incident command system.
- Represent the fire board, and provide strategic leadership and support at events that present a significant risk to the community.

KEY RESPONSIBILITIES – DIRECTORATE ROLE

- Support and maintain the delivery of the Directorate Service Plan at strategic level.
- In addition to the above will also be required to deputise in the absence of the functional director as and when required.

ROLE MAP

- EFSM2 – Lead, monitor and support people to resolve operational incidents.
- EFSM5 – Plan implementation of organisational strategy to meet objectives.
- EFSM6 – Implement organisational strategy.
- EFSM8 – Lead organisational strategy through effective decision making.
- EFSM9 – Implement and manage change in organisational activities.
- EFSM11 – Determine effective use of physical and financial resources.
- EFSM13 – Select required personnel.
- EFSM14 – Manage the performance of teams and individuals to achieve objectives.
- EFSM15 – Develop teams and individuals to enhance workplace performance.
- EFSM16 – Manage yourself to achieve work objectives.
- EFSM20 – Exchange information to ensure effective service delivery.

OPTIONS

- A1 - Assess candidates using a range of methods.
- A2 – Assess candidates by observation.
- V1 – Conduct integral quality assurance of the assessment process.

ADDITIONAL INFORMATION

Criteria

Essential Criteria

- Substantive and competent Group Commander.
- Evidence of appropriate operational experience.
- Evidence, knowledge and understanding of current operational procedures.
- Assessed as competent to ICL2 (Silver Command), with a commitment to completing ICL3 as part of any job offer.
- Evidence of thorough knowledge of fire and community safety issues.

Desirable Criteria

- Area Commander portfolio or evidence of professional development.
- Qualified to graduate degree level or equivalent.

Post-Specific Criteria

- Able to work to the Flexi Duty System.
- Full, valid and current UK Driving Licence is required.
- Must provide an accommodation address in the area in which allocated command duties.

THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED:

Commitment to Diversity and Integrity:

- Champions diversity and embeds a fair and ethical approach.

Openness to Change:

- Drives and manages the change process, seeking opportunities to create and implement improved organisational effectiveness.

Confidence and Resilience:

- Consistently projects and promotes a confident, controlled and focussed attitude.

Working with others:

- Leads, involves and motivates others, creating and implementing strategies for influencing them both within the Fire and Rescue Service and in the Community.

Effective Communication:

- Excellent interpersonal skills. Communicates effectively both orally and in writing.

Commitment to Development:

- Committed and able to develop self, individuals, teams and others to improve organisational effectiveness.

Problem Solving:

- Gathers information in order to predict future requirements and make realistic decisions.

Situational Awareness:

- Maintains an active awareness of environment to promote safe and effective working and evidence of a thorough knowledge of fire and community safety issues.

Commitment to Excellence:

- Leads organisation and contributes to joint working to achieve excellence.

Planning and Implementing:

- Creates and implements effective plans to deliver long-term organisational objectives strategic objectives.

Political and Organisational Awareness:

- Anticipates and shapes the political environment from a strategic perspective. Recognises the political impact of actions and evidence of representing management at internal/ external events.

GENERAL RESPONSIBILITIES

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.
- To protect the confidentiality at all times of SFRS, partner organisations, and all other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures.

TERMS and CONDITIONS

JOB TITLE/GRADE	Area Commander
LOCATION	Various
CONTRACT STATUS	Permanent

MAIN TERMS AND CONDITIONS

These are no less favourable than those enjoyed under the terms and conditions for Area Commanders as agreed by the National Joint Council Scheme of Conditions of Service (Grey Book, 6th Edition).

PAY

The salary scale for the post is £56,220 - £61,667. On appointment, you will normally be placed on the development rate of pay of £56,220, unless you can demonstrate that you have already achieved competence within the role and you hold a valid Area Commanders Competency Portfolio.

In addition, you will be paid a 20% flexible duty system supplement, which is pensionable and subject to Income Tax and National Insurance as appropriate.

CONTRACT STATUS AND PENSION

This post is permanent and pensionable.

If you are currently a member of the Firefighters Pension Scheme (1992), the New Firefighters Pension Scheme (2006) or the Firefighter Pension Scheme (Scotland) 2015, your existing pension arrangements under these will continue to apply. If you are not a member of any of these Schemes you will be covered by the 2015 Scheme during this appointment.

Her Majesty's Revenue & Customs have set limits on the tax relief on your pension. Where your pension entitlements increase and these exceed the tax relief limits set, you will have to pay tax on the excess. There are two thresholds to be aware of. One of which is known as the Annual Allowance (AA) which permits a maximum increase in the value of your pension in a given year. The other is the Lifetime Allowance (LTA) which limits the total value of your overall pension pot. If either of these thresholds is breached, this may lead to an increased tax liability.

Applicants seeking promotion should therefore recognise the potential for any substantial increase in pensionable pay to result in an additional tax liability.

The calculation of your pension pot is subject to a complex calculation that allows for factors specific to each employee to be taken into consideration. It is therefore not possible, or appropriate, for SFRS to issue you with advice on this. All applicants are advised to take the effects of the AA or the LTA into consideration when applying for promotion.

If you are concerned that you may exceed these limits if you are successful in applying for a promotion, it is strongly recommended that you seek independent financial advice in respect of the potential impact of this upon your personal financial position.

Advice on Pensions and Taxation can also be accessed through the following links:

- Tax on your Private Pension.
- Scottish Public Pensions Agency.

HOURS OF WORK - Flexi Duty System

You will be assigned to the SFRS Flexi Duty System in accordance with your allocated post. Your leave group will be notified to you by your line manager. Leave groups and duty patterns may be subject to on-going review in order to meet the demands of the Scottish Fire and Rescue Service.

STANDBY - Call Out Base

This post forms part of the Incident Command Structure for the SFRS, which includes the provision of supervisory officer cover from within the Service Delivery Areas. An appropriate accommodation address must be provided to ensure operational commitments are met. In addition, there may be a requirement to provide cover from agreed Strategic Mobilising Locations in line with the SFRS Flexi Duty Manager Response Policy.

CAR

You will be provided with a car in line with the SFRS Provided Vehicle Scheme. Details of this scheme are available from the Finance Department.

ANNUAL LEAVE AND PUBLIC HOLIDAYS

Your leave entitlement is as follows 35 days Scale A, 2 days Scale B and 3 days Long Service Leave. The public holiday entitlement is 8 public holidays each year, as designated by the SFRS.

POLITICALLY RESTRICTED

Your post has been determined as politically restricted. Employees who are in politically restricted posts are disqualified from becoming, or remaining as, a member of the Local Authority, the Scottish Parliament, the House of Commons, European Parliament or carrying out certain political activities. If you have involvement in any of these areas please refer the matter to your line manager. You are entitled to advise any political group, either as to the work of the group or the work of the SFRS, and attend meetings of any political group. However, where you advise a political group on a particular matter, you should be available to advise other political groups on the same matter.

If you wish to appeal against the classification of your post as politically restricted then you may do so by raising this matter in writing to the Head of POD in the first instance. Should this matter not be resolved to your satisfaction then you may refer your appeal to the independent Adjudicator for Scotland, details of which can be obtained from the HROD department.

THE SELECTION PROCESS

An indicative timeline of the selection process is provided below:

Date	Schedule
07 June 2022	Applications Open
28 June 2022	Applications Close
w/c 27 June 2022	Shortlisting
w/c 04 July 2022	Psychometrics Issued
w/c 11 July 2022	Invites for Interview
w/c 25 July 2022	Interviews
w/c 08 August 2022	Outcomes Advised

The selection process has been timetabled to meet SFRS recruitment needs and applicants are requested to ensure that they make the necessary arrangements to be available for each stage of the process. Applicants should raise any issues with the dates specified as early as possible.

APPLICATION

To apply, please complete our online application and upload a copy of your CV and most recent Appraisal Document. Your CV must contain your career history, qualifications, a summary of your key achievements in each role you have held and referee details.

SHORTLISTING

The SFRS evaluate applicant suitability for a role by assessing your knowledge, experience and skills in relation to the criteria for the role and detailed within the Job Description. You need to be clear and specific about your skills and experience as only the most suitable applicants will be selected for interview based on the evidence provided in the application.

PSYCHOMETRIC ASSESSMENT

Applicants who are shortlisted will be asked to undertake an online psychometric assessment as follows;

Saville Wave Assessment

This is a personality questionnaire which assesses candidates preferred behavioural and leadership styles in the workplace. This test will be completed on-line and can take c.40 minutes.

Where candidates have taken these tests within the last 12 months, previous test results can be used for this process. Should you wish to use previous test results, please confirm this to Margaret.pitcairn@firescotland.gov.uk when submitting your application.

FORMAL INTERVIEW & PRESENTATION

The formal interview will consist of a presentation and an interview, this will be structured and will explore your experience, knowledge, understanding and/or opinion of the subject matter. You should be prepared to answer questions relating to all aspects of your application. In addition, the panel will ask some additional questions in relation to your personality profile.

OFFER

If successful we will issue an offer of appointment. For external candidates the offer of appointment will be conditional and subject to the following pre-employment checks.

→ **Confirmation of Right to Work in the UK**

In line with the Immigration, Asylum & Nationality Act 2006, all candidates applying for SFRS roles must be eligible to live and work in the UK. Documented evidence of eligibility will be requested from candidates as part of the selection process and will require to be checked and verified.

→ **Medical**

Candidates are either requested to attend a pre-employment medical examination or complete a pre-employment medical questionnaire; both of these are subject to approval from our Occupational Health Physician.

We expect high levels of attendance from our employees. As part of the medical process we ask you to provide details of your attendance at work in the previous year. Absences of more than 10 working days may be investigated further with due consideration given to the timescales and reasons for these absences.

→ **Receipt of satisfactory references.**

When completing the application form, you will be asked to include details of two referees. We recommend that you obtain the approval of any individual whose details you input into this section. If we do not receive references timeously this may affect your start date and appointment with the SFRS.

The referees should be two individuals who have known you for at least 12 months and who know you in a work capacity or can comment on your ability to carry out the role applied for. At least one of these should be from your current employer, where possible, providing you have been employed with them for a period of at least 12 months prior to submitting your application. The referees should not be related to you in any way.

Referees will not be contacted unless a formal Offer of Employment is made.

→ **Criminal Record Check**

Dependent on the nature of the post, it may be necessary to undertake a criminal record check. This may be a standard, enhanced or PVG disclosure. The SFRS will pay the required fees associated with the criminal record check.

Further information on the Disclosure process can be found at www.mygov.scot.

Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.

MEMBERSHIP OF PROTECTION OF VULNERABLE GROUPS SCHEME

This post requires membership of the Protection of Vulnerable Groups Scheme (PVG Scheme) for the duration of appointment in post.

HOLDING POOL

A pool of successful candidates who are not initially appointed will be held for a period of up to 18 months, following which the pool may be disbanded, in line with the needs of the SFRS.

The SFRS reserves the right to appoint and transfer individuals into alternative posts in order to meet the Strategic objectives of the organisation.

DIVERSITY MONITORING FORM

The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply. Information given on the diversity monitoring form will be treated in strictest confidence and will be retained for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision.

DISABILITY

The SFRS is an equal opportunities employer and a Disability Confident Employer.

We are committed to:

- Ensuring our recruitment process is inclusive and accessible,
- Communicating and promoting our vacancies,
- Anticipating and providing reasonable adjustments, as required.

At application stage, we will ask you to disclose any disability and/or Specific Learning Difference (SpLD) and that you outline any special requirements or reasonable adjustments you would like to request during the process.

INTERVIEW EXPENSES

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.

KEEPING IN TOUCH

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.

FEEDBACK

Feedback will be available to all candidates on request. This will be provided upon completion of the process.

Good Luck!