



Dear Applicant

**SUBJECT: GROUP MANAGER RECRUITMENT**

I have pleasure in enclosing the application pack for the vacancy of Group Manager.

North Wales Fire and Rescue Service is an employer that is committed to equality of opportunity and welcomes applications from all sectors of the community who share our Core Values.

Please find enclosed the following:

* North Wales Fire and Rescue Service’s Core Values
* North Wales Fire and Rescue Service’s Welsh Language Scheme
* Job Advert
* Role Map
* Person Specification
* General Employment Conditions and Recruitment Timeline
* Guidance on completing your Application Form
* Application Form
* Equal Opportunities Monitoring Form

Completed application forms are to be returned via post to the address below or via email to [HRDesk@nwales-fireservice.org.uk](mailto:HRDesk@nwales-fireservice.org.uk) (forms received via email do not require a wet signature) no later than **9am, Wednesday 19th June 2019.**

Applications received after the closing date will not be considered.

Please do not submit your CV with your Application Form, as only the information provided within the application form will be used at the shortlisting stage.

Kind Regards

The Recruitment Team

FAO Nicola Jones - Application Form for Group Manager

North Wales Fire and Rescue Service Headquarters

Ffordd Salesbury

St Asaph Business Park

St Asaph

Denbighshire

LL17 0JJ





**North Wales Fire and Rescue Service Welsh Language Scheme**

At North Wales Fire and Rescue Service, we pride ourselves on having taken the issue of the Welsh language seriously over many years. By acknowledging our moral and legal duties to protect the cultural heritage of the area and to meet the expectations of the local community, we also acknowledge the positive service benefits of conducting our public business in both languages. Saving lives and reducing risk are at the heart of our mission - the language issue is vital to its success.

In accordance with statutory requirements, North Wales Fire and Rescue Service developed a Linguistic Skills Strategy to provide a means of responding appropriately to the Service's commitments contained in the [Welsh Language Scheme.](http://www.nwales-fireservice.org.uk/media/52210/welsh_language_scheme_-_approved_feb_2010_english.pdf)

As part of this Strategy, North Wales Fire and Rescue Service introduced the requirement for all new members of staff to have the ability to show basic Welsh language courtesy skills to at least Level 2. All new staff are allowed a specified period of time after formal appointment to achieve Level 2 standard.

Please note that Level 2 is the **minimum requirement** and that the assigned Welsh Language level for each post is listed in the **Person Specification**.

**The minimum requirement for this post is Welsh Level 3; however, this is not an essential selection criterion. Successful candidates who are unable to demonstrate the required Welsh language skills at interview will be offered full support and training to achieve Welsh Level 3 within a 12 month period.**

The Welsh Level 3 assessment involves undertaking a verbal test which lasts approximately 20 minutes. You will be required to demonstrate your ability to answer questions and discuss subjects such as your the past, the future, the present, your work, hobbies and interests etc. The assessor will lead the conversation and offer encouragement; however, you will need to demonstrate that you can form full sentences in Welsh

For further information, please visit our website:

[www.nwales-fireservice.org.uk/equality,-diversity-and-welsh-language-policy/welsh-language-policy.aspx?lang=en](http://www.nwales-fireservice.org.uk/equality,-diversity-and-welsh-language-policy/welsh-language-policy.aspx?lang=en)

North Wales Fire and Rescue Service welcomes communication in Welsh and English equally, and will respond without delay to correspondence or calls in both languages.

Please note which language you would prefer to receive communication in from North Wales Fire and Rescue Service: Welsh  English  Bilingual

Should you be shortlisted for interview, in which language would you prefer the interview to be conducted? Welsh  English

If you would like to change your preference at any point please email:

[hrdesk@nwales-fireservice.org.uk](mailto:hrdesk@nwales-fireservice.org.uk).



**Group Managers (Flexi Duty)**

**Group Manager A: £54,416 (Development) - £56,048 (Competent) per annum (Inclusive of allowances), plus lease car**

**External and Internal Advert**

North Wales Fire and Rescue Service are seeking to identify suitable individuals for Group Manager (A) roles on a permanent basis. As per Grey Book terms and conditions the appointments are interchangeable with any other post of the same role within the Service. Applications are invited from substantive competent Station and Group Managers.

Candidates will be required to complete a full application form having read the guidance notes carefully in relation to providing evidence against all of the essential criteria in the person specification.

The successful candidates will work in an increasingly demanding and performance centred environment and applicants should therefore have a strong track record of achievement and be able to champion transformational leadership and demonstrate a commitment to excellence.

Welsh Language skills are a requirement of this post and ideally candidates will be able to demonstrate Level 3 Welsh on application, however, this is not an essential selection criterion and full support and training will be provided to successful candidates to achieve Level 3 within a 12 month period.

It is envisaged that interviews will be held over a number of days commencing the 8th of July 2019. Please be advised that if candidates are unable to attend on the scheduled interview date, the Service may be able to make alternative arrangements.

For an informal discussion about this vacancy, please contact Area Manager Chris Nott on 01745 535260. Application packs are available at [www.nwales-fireservice.org.uk](http://www.nwales-fireservice.org.uk).

**Closing date for receipt of application forms is 9am on Wednesday 19th June 2019.**

The closing date will be strictly adhered to and no exceptions will apply.

*We are an equal opportunity employer and welcome applications from all sections of the community.*

We welcome correspondence and calls in Welsh and English and we will respond

equally to both and will reply in your language of choice without delay.









**Group Manager Role Map**

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| --- | --- |
| **Ref** | **Title** |
| **Essential** | |
| EFSM2 | Lead, monitor and support people to resolve operational incidents |
| EFSM6 | Implement organisational strategy |
| EFSM9 | Implement and manage change in organisational activities |
| EFSM10 | Plan and implement activities to meet service delivery needs |
| 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 work based performance |
| EFSM16 | Manage yourself to achieve work objectives |
| **Optional** | |
| EFSM17 | Advise on development and implementation of quality policies |
| EFSM18 | Implement quality assurance systems |
| EFSM19 | Monitor compliance with quality systems |
| EFSM22 | Develop information systems to support service delivery objectives |
| EFSM23 | Agree project plan to meet specified objectives |
| EFSM24 | Co-ordinate projects to achieve objectives |

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| **PERSON SPECIFICATION**  **Assessment for recruitment requirements and competencies** | | |
| POST TITLE: | GROUP MANAGER | |
| QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE: | | SPECIFY ESSENTIAL (E)  DESIRABLE (D) |
| Undertaken formal management development or comparable experience at Post Graduate level. | | E |
| Experience in the management and operational command and control of incidents and an ability to demonstrate competence at Incident Command Level 2 with the ability to progress to Incident Command Level 3 within 12 months of appointment. | | E |
| Experience of developing effective partnership working and activities that meet the needs of the Fire and Rescue Service. | | E |
| Knowledge of the national, regional and local political operating climate of the FRS. | | E |
| Knowledge of the statutory role, powers and responsibilities of the FRS. | | E |
| Proven experience and knowledge in procedures within the Operational environment. | | E |
| Qualified member of a suitable professional body (e.g. IFE). | | D |
| Experience of leading and delivering change and improvement through project management processes. | | D |
| APTITUDES, SKILLS AND ABILITIES | | SPECIFY ESSENTIAL (E)  DESIRABLE (D) |
| Good interpersonal, oral and written communication skills. | | E |
| Ability to assimilate and interpret technical information and statistics. | | E |
| Ability to work independently, to prioritise work and meet tight deadlines. | | E |
| Ability to produce clear and concise reports which inform strategic decisions and policy. | | E |
| Leadership, relationship building, influencing and negotiating skills. | | E |
| Ability to undertake analysis and make effective decisions. | | E |
| Welsh language level 3 at appointment or within 12 months of appointment. *Appropriate support and training will be provided if required.* | | E |
| Hold a full and current driving licence. | | E |



**GENERAL CONDITIONS OF EMPLOYMENT**

The appointment will be made in accordance with the NJC for Local Authority Fire and Rescue Services (Grey Book) as amended locally from time to time.

**Salary:** The pay scale isas noted on the advert. Salaries are paid on the 18th day of each month directly to a bank or building society account.

**References:** The appointment to this post will be on a conditional basis, subject to satisfactory references, one of which must be from your current line manager.

**DBS (CRB):** Appointment is subject to successful completion of a basic disclosure and satisfactory results.

**Medical Examination:** The appointment to this post will be on a conditional basis, subject to attending a medical examination and achieving medical clearance.

**Pension Scheme:** In accordance with the legislation for Firefighters Pension Scheme or NJC Pension Scheme.

**Holiday Entitlement:** ScaleA 28 days per annum and Scale B 5 days per annum, in addition to statutory Public Holiday Leave.

**Hours of Work:** As Group Manager you will be expected to work such additional hours as may be necessary for the proper performance of your duties.

**Residential Conditions:** Group Managers are required to reside within the boundary of the North Wales Fire and Rescue Service subject to the approval of the Chief Fire Officer.

**Notice Period:** One month by the employee and the employer.

**RECRUITMENT TIMELINE**

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| --- | --- |
| Posting of advertisement: | 22nd May 2019 |
| Closing date for applications: | 19th June 2019 |
| Shortlisting process: | Commences 20th June 2019 |
| Interview process: | 8th, 9th, 10th July 2019 |

**Guidance on completing your application form**

1. Please complete all sections of the Application Form in as much detail as possible, if a section does not apply to you, please write N/A (not applicable) in the space provided.
2. Use block capitals and black ink when writing or type your application with a minimum font size of 11.
3. If driving is a requirement of the post (as noted in the Person Specification), you will be required to provide a unique licence check code if you are shortlisted for interview. Visit <https://www.gov.uk/view-driving-licence> for more information on this.
4. Only applicants who meet all of the Essential Criteria (as noted in the Person Specification) will be shortlisted for interview, Desirable Criteria may be referred to in the event there are significant applicants for a vacancy. Statements of fact and or inferences cannot be accepted as evidence at the shortlisting stage, therefore, please provide clear examples of relevant evidence, for example;

***Essential Criteria****: Knowledge and understanding of Microsoft Office Applications.*

***Acceptable:*** *In my current role I am required to produce reports for the organisation on monthly expenditure. I utilise Microsoft Access to provide statistical information with the necessary formulae to calculate the subtotals and totals for each month and year end. I then present the information in a report to the Board using Microsoft Word using both text and graphs to display the numerical information.*

***Not Acceptable:*** *I have knowledge and understanding of Microsoft Office applications.*

1. Ensure your application details why you are interested in the role and what skills and experience you can bring to the role. Skills and experience gained through employment, voluntary work or social and domestic situations are all valid. CVs attached to Application Forms will not be read or considered at the shortlisting stage.
2. In line with the Service’s Core Values and in compliance with the Rehabilitation of

Offenders Act 1974 and the Safeguarding Vulnerable Groups Act 2006, the Service does not require you to disclose details of any ‘spent’ convictions, unless however, the post you are applying for involves working with vulnerable adults or children – then you must disclose all convictions, cautions, reprimands or final warnings.

All posts involving regular contact with vulnerable groups will be subject to an Enhanced Criminal Records Disclosure (unspent and spent convictions disclosed) and all other posts will require a Basic level Criminal Records Disclosure (only unspent convictions disclosed).

The Person Specification advises whether an Enhanced or Basic level Criminal Records Disclosure is required for the particular post.

To confirm if a conviction is ‘spent’ or ‘unspent’ visit [www.disclosurecalculator.org.uk](http://www.disclosurecalculator.org.uk/).

1. Ensure your Application Form is returned by 9am of the closing date – late applications cannot be considered.

 

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| **APPLICATION FORM – STRICTLY CONFIDENTIAL Please complete in black ink or type** |

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| Application for the post of:  **Group Manager A** | | Closing Date:  **9am, Wednesday 19th June 2019** |
| **Group Manager A Applications will only be considered from the following applicants:**  Competent Substantive Station Managers A  or B  Competent Group Managers A  (wishing to transfer in)  **Please tick which applies to you.** |  | |
| Surname: | | Forenames(s): |
| Address: | | |
| Post Code: | | Tel Home No: |
| Mobile No: | | Tel No Work: |
| National Insurance No: | | Email Address: |
| Do you hold a current UK driving licence? Yes  No | | What type of licence? |
| **If you are successfully shortlisted for interview, and driving is a requirement of the post as indicated on the Person Specification, you will be required to provide a unique licence check code - failure to do so may result in your application failing to progress.** | | |

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| **CURRENT / MOST RECENT POST** | | | | | |
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| Name & Address of Employer | Position Held | Salary/Grade | Date Started | Period of Notice | Reason for Leaving |
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| Please give brief details of your present duties/responsibilities: | | | | | |

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| **PREVIOUS EMPLOYMENT** (**Please include any periods of unemployment**) | | | | | |
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| Name & Address of Employer | Position Held | Salary | Date Started | Date To | Reason for Leaving |
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| **EDUCATIONAL AND OTHER QUALIFICATIONS** (**Schools/Colleges/University etc**) |

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| --- | --- | --- | --- |
| Name of School, College, University or Education /Training Centre | Subjects | Qualification/Examination Result | Awarding Body |
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| **CURRENT MEMBERSHIP OF PROFESSIONAL INSTITUTES/BODIES** |

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| --- | --- |
| Name of Institute | Grade / Level of Membership |
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| **EXPERIENCES/ACHIEVEMENTS** |

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| Please give details of your knowledge, skills and experience which you feel are relevant to the requirements of this post and your application. (Please attach a continuation sheet if required). **It is essential that the application demonstrates that you are able to satisfy the essential requirements of the post, as detailed in the person specification - failure to do so may result in your application failing to progress.** |

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| **REHABILITATION OF OFFENDERS ACT 1974 and SAFEGUARDING VULNERABLE GROUPS ACT 2006** |

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| Under the provisions of these Acts and Regulations you need not normally disclose details of any ‘spent’ convictions. However, if the post you are applying for involves regulated activity with vulnerable adults or children then you must disclose all convictions, cautions, reprimands or final warnings, as if your application is successful you will be subject to an Enhanced DBS Check. All other posts will require a Basic Level DBS Check. By signing this application form you are hereby giving consent to undertake the above checks if your application is successful. The Person Specification will advise if the post you are applying to requires an Enhanced or Basic Level DBS Check. | |
| Do you have any ‘unspent’ convictions? | Yes  No |
| (If Yes, please give details of the offence date and the sanction imposed) | |
| *Please only answer the following question if the post you are applying to will be subject to an Enhanced DBS Check.* Do you have any ‘spent’ convictions, cautions, reprimands or final warnings? | Yes  No |
| (If Yes, please give details of the offence date and the sanction imposed) | |

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| **INTERESTS (CLUBS, SOCIETIES, SPORTS, GAMES, HOBBIES ETC)** |

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| **KNOWLEDGE OF LANGUAGES** – **Please tick where appropriate** |

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| Are you able to speak Welsh to the standard outlined within the person specification?  Are you able to speak English to the standard outlined within the person specification? | Yes  No  Yes  No |
| Are you able to read/write in Welsh to the standard outlined within the person specification?  Are you able to read/write in English to the standard outlined within the person specification? | Yes  No  Yes  No |

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| **ADDITIONAL INFORMATION** |

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| Are you related to, or in a relationship with, any employee of North Wales Fire & Rescue Service? If so. Please give details. |
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| Please give any dates in the near future when you will not be available for interview. |
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| **REFERENCES** |

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| Please give the name and address of two referees, one of which should be your current employer (note we will not contact current employers unless you have been offered a position with North Wales Fire & Rescue Service.) I hereby authorise you to take up references from my previous employer(s), my present employer (once the offer of employment has been confirmed in writing) and any personal referees. In addition, I hereby authorise you to take up other reference checks as you may deem appropriate. | | | | |
| Name & Address | How long and in what capacity has the referee known you | | | |
|  |  | | | |
|  |  | | | |
| **Have you recently received an exit**  **package from another public body?** | **Yes** |  | **Date package received:** |  |
| **No** |  |

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| **DECLARATION** |

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| Canvassing by an applicant of members of the Fire & Rescue Authority either directly or indirectly shall disqualify the candidate concerned for the appointment. | |
| I declare that the statements given on this form are true and accurate to the best of my knowledge and belief and I am not aware of any circumstances, which if known, or become known, to the Fire & Rescue Authority might cause them to question my suitability for appointment. | |
| Signed:  Forms received via email will not require a wet signature. | Date: |

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| Where did you see the advertisement? |

Thank you for taking the time to complete this application.

Please do not submit your CV with your Application Form, as only the information provided within the Application Form will be used at the shortlisting stage.

Applications received after the closing date will not be considered.

Completed application forms are to be returned via post to the address below or via email to [HRDesk@nwales-fireservice.org.uk](mailto:HRDesk@nwales-fireservice.org.uk) (forms received via email do not require a wet signature) no later than **9am, Wednesday 19th June 2019.**

FAO Nicola Jones - Application Form for Group Manager

North Wales Fire and Rescue Service Headquarters

Ffordd Salesbury

St Asaph Business Park

St Asaph

Denbighshire

LL17 0JJ

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***For the attention of HR: To be detached from application form upon receipt***

**Equalities Monitoring**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name:** | |  | | | | | | | **Date of Birth:** | |
| **Date completed:** | | |  | | | | | | | |
| **Post Applied For:** | | |  | | | | | | | |
| **Fire Service Number: *(Internal Application only)*** | | | | | |  | | | | |
| As a public authority North Wales Fire and Rescue Service is required to take steps and aims to promote equality of opportunity and combat discrimination. This information does not form any part of your application and is removed from your application form before submission to the short-listing stage. The information gathered will be used for monitoring, and informing positive action initiatives. | | | | | | | | | | |
|  | | | | | | | | | | |
| **Ethnicity *What is your ethnic group?*** | | | | | | | | | | |
|  | | | | | | | | | | |
| **White** | | | | |  | | **Mixed/multiple ethnic groups** | | | |
|  | British | | | |  | |  | White and Black Caribbean | | |
|  | Welsh | | | |  | |  | White and Black African | | |
|  | English | | | |  | |  | White and Asian | | |
|  | Scottish | | | |  | |  | Do not wish to state | | |
|  | Irish/Northern Irish | | | |  | |  | Other please specify below: | | |
|  | Gypsy or Irish Traveller | | | |  | |  |  | | |
|  | Do not wish to state | | | |  | | | | | |
|  | Other please specify below: | | | |  | | **Asian/Asian British** | | | |
|  |  | | | |  | |  | Indian | | |
|  | | | | |  | |  | Pakistani | | |
| **Black/African/Caribbean/Black British** | | | | |  | |  | Bangladeshi | | |
|  | African | | | |  | |  | Chinese | | |
|  | Caribbean | | | |  | |  | Do not wish to state | | |
|  | Do not wish to state | | | |  | |  | Other please specify below: | | |
|  | Other please specify below: | | | |  | |  |  | | |
|  |  | | | |  | | | | | |
|  |  | | |  |  | | **Any other Ethnic Group** | | | |
|  |  | | | |  | |  | Other please specify below: | | |
|  |  | | | |  | |  |  | | |
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| **Sex and Sexual Identity:** | | | | | | | | | | |
|  | | | | | | | | | | |
| **Sex: What is your sex?** | | | | |  | | **Sexual Identity: which best describes how you think of yourself?** | | | |
|  | Female | | | |  | |  | Heterosexual/Straight | | |
|  | Male | | | |  | |  | Gay/Lesbian | | |
|  | | | | |  | |  | Bisexual | | |
| **Gender Identity: Which of the following describes how you think of yourself?** | | | | |  | |  | Do not wish to state | | |
|  | Female | | | |  | |  | Other please specify below: | | |
|  | Male | | | |  | |  |  | | |
|  | In another way | | | |  | |  |  | |  |
|  | Not applicable | | | |  | |  |  | |  |
|  | Do not wish to state | | | |  | |  |  | |  |

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| **Disability and Marriage or Civil Partnership** | | | | | | | | |
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| **Disability**  North Wales Fire and Rescue Service operate an Interview Guarantee Scheme for candidates with disabilities (Two Ticks). This means that any job applicant, who has a disability and meeting the essential job requirement set out in the person specification, will be invited to the selection process/interview. A disability is defined under the Equality Act 2010 as a physical or mental impairment, which has a substantial long-term adverse impact on a person’s ability to carry out normal day-to-day activities.  **Marriage or Civil Partnership Same Sex Couples**  Civil partnerships in the United Kingdom, granted under the Civil Partnership Act 2004, allow same-sex couples to obtain essentially the same rights and responsibilities as civil marriage.  The Marriage (Same Sex Couples) Act 2013 legalised full same-sex marriage starting from March 2014, although civil partnership also remains available. | | | | | | | | |
|  | | | | | | | | |
| **Disability** | | |  | **Marriage or Civil Partnership** | | | | |
| *Do you have a long-standing physical or mental health condition or disability? By long standing, we mean anything that has lasted or is likely to last at least 12 months.* | | | What is your legal marital or same-sex status? | | **Opposite Sex** | **Same Sex** | |
|  | Physical Impairment | | Married | |  |  | |
|  | Sensory Impairment | | Living with a partner | |  |  | |
|  | Mental Health condition | | Registered Civil Partnership | |  |  | |
|  | Long standing illness or health condition | |
| Single | | | |  |
|  | Other such as disfigurement | | Widowed | | | |  |
|  | Learning Disability | | Separated | | | |  |
|  | Do not wish to state | | Divorced | | | |  |
|  | None | |  | Do not wish to state | | | |  |
|  | | | | | | | | |
|  | | | | | | | | |
| **National Identity and Religion** | | | | | | | | |
|  | | | | | | | | |
| **National Identity:** | | |  | **Religion: What is your religion?** | | | | |
|  | British | |  |  | No Religion | | | |
|  | Welsh | |  |  | Christian (All denominations) | | | |
|  | Scottish | |  |  | Buddhist | | | |
|  | English | |  |  | Hindu | | | |
|  | Irish/Northern Irish | |  |  | Jewish | | | |
|  | Do not wish to state | |  |  | Sikh | | | |
|  | Other please specify below: | |  |  | Muslim | | | |
|  |  | |  |  | Do not wish to state | | | |
|  |  |  |  |  | Other please specify below: | | | |
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| *Official Use Only*: | |
| Date entered on Workforce |  |

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| **Welsh language status:** | | | |
| Fluent | Learning | Attending Lessons | Cannot speak Welsh at all |