



## **AGENDA ITEM: 17**

### **NORTH WALES FIRE AND RESCUE AUTHORITY**

**18<sup>th</sup> March 2013**

#### **APPOINTMENT PROCESS FOR THE POST OF ASSISTANT CHIEF FIRE OFFICER**

**Report by Simon Smith, Chief Fire Officer**

##### **Purpose of Report**

- 1 To advise members of the arrangements for the recruitment to the vacant post of Assistant Chief Fire Officer.

##### **Background**

- 2 Following the retirement of Assistant Chief Fire Officer Colin Hanks on 31<sup>st</sup> March 2012 the resulting vacant post was held open in order to contribute to the 2012-13 saving target. The level of contribution was approximately £110,000.
- 3 In order to return the Service's Executive Group to its normal establishment, it is proposed to undertake a recruitment process based on well-established principles.

##### **Appointment process**

- 4 In line with all appointments to the senior management team this will be a member appointment. There will be the need to convene an appointments committee of 6 members, including the Chair and Deputy Chair and the Officers of the Authority.

- 5 It is proposed to advertise the vacancy in both local and national media in order to attract suitably qualified applicants. As previously directed by the Fire and Rescue Authority the post will be advertised with the expectation that the postholder will be required to operate at Gold Command level. Applicants should either be Gold Command pre-trained or required to achieve Gold Command level within a reasonable timescale.
- 6 Similarly it will be a requirement for the postholder to have either level 3 Welsh language skills or be required to achieve that level within a determined timescale.
- 7 The selection process will involve a formal interview with the Chief Fire Officer, Clerk and Treasurer to the Authority. Those candidates who are successful at that stage of the process will then make a presentation to, and be interviewed by, the Appointments Committee. The intention is that any appointment will then be formally approved by the Fire and Rescue Authority at its meeting on 17<sup>th</sup> June 2013.

### **Provisional timescales**

- 8 Advertisements to be placed by end of March 2013.  
Closing date for applications 20<sup>th</sup> April 2013.  
Shortlisting and invitation to attend initial interview end of April.  
Officers interview early May. Date yet to be confirmed.  
Members panel early May. Date yet to be confirmed.  
Confirmation of appointment at the Fire and Rescue Authority meeting on the 17<sup>th</sup> June 2013.

### **Recommendations**

- 9 That Members:
  - (i) approve the proposed process as outlined above;
  - (ii) confirm the membership of the appointments committee.