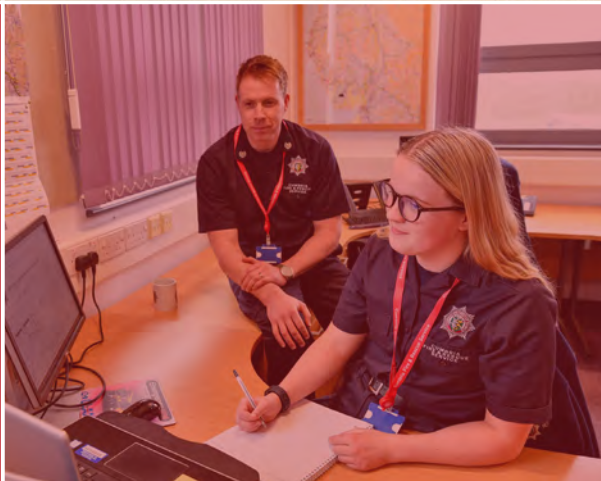


Promotion Board
Recruitment Pack

Cumbria Fire & Rescue Service



September 2023



Making Cumbria a safer place for all

cumbriafire.gov.uk



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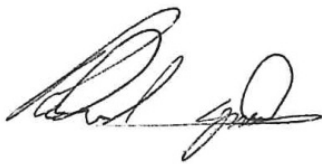
Thank you for your interest in our Station Manager promotion board process.

As the newly appointed Chief Fire Officer for CFRS, my vision for the service is clear: we are looking for professional, talented, and community-focused individuals to make Cumbria a safer place for all.

Cumbria Fire and Rescue Service is an excellent place to work. You will be joining a diverse and inclusive service that is dedicated to supporting and developing our workforce and ensuring all of our communities receive the level of service they need.

It is a really exciting time to join Cumbria Fire and Rescue Service, the recent change in governance has created a real opportunity for us as a service to modernise and ensure we continue our journey and are fit for the future.

The Station Manager role is one which is crucial to the smooth and efficient running of the service and I am looking forward to welcoming new future leaders to our station manager roles.



Rick Ogden
Chief Fire Officer
Cumbria Fire and Rescue Service



Station Manager Opportunities

It has never been a more exciting time to consider your future with Cumbria Fire and Rescue Service.

Our service is passionate about the communities we serve and dedicated to developing our workforce - if you're looking to progress in an inclusive, supportive, and dynamic fire service, we would like to hear from you.

Following a significant period of change, Cumbria Fire and Rescue Service are at the beginning of our journey as we have moved from the governance of the County Council and to the Police, Fire, and Crime Commissioner. This exciting opportunity brings with it the chance to innovate, integrate, and do things differently, and we are looking for individuals who are focussed on demonstrating outstanding leadership in a trusted and professional service.

At a time of ongoing reform of public services, it has never been more important to ensure we have the right people in the right roles, and the successful applicants will be joining an engaging and empowering environment, building on our existing open and inclusive culture to seek continual improvement in performance across the Service. We are dedicated to improving outcomes for communities and driving our services forward to be the very best they can be.

As well as delivering excellent services to communities and building on the reputation of Cumbria Fire and Rescue Service, being a leader who values compassion, honesty, and integrity is essential for us. You will listen and engage with the teams you lead; recognise exceptional talent and seek opportunities to develop staff; and you will champion a fair, respectful culture, that prioritises staff well-being.

As a service, we are committed to equality, diversity, and inclusion, and are looking for leaders who will promote and drive forward key EDI strategies across our communities and throughout our teams, leading by personal example, open commitment, and clear action.

Applications are welcome from existing Watch and Station Managers, both from our internal talent and from those looking to progress or move into our service. The application and assessment process is detailed on page 9 and following the completion of the promotion board, the Service will hold a 'live' list of individuals who are deemed suitable for temporary or substantive promotion opportunities.

We value the diversity of our employees and aim to recruit a workforce which reflects our communities in Cumbria. We actively encourage applications from all suitably qualified individuals, irrespective of people's age, disability, gender, race or ethnicity, religion or belief, sexual orientation, or other personal circumstances. As women and ethnic minority employees are currently under represented in our management roles, we encourage applications from these groups.

We have guidance in place to ensure that all applicants are treated fairly and consistently at every stage of the recruitment process, including the consideration of reasonable adjustments.

To apply, candidates must:

- ▶ Complete the CFRS application form
- ▶ Attach supporting information (2 A4 pages) to the application form that outlines how they meet each of the essential criteria contained within the Station Manager job description.

All documents should be clearly named and then sent to:

recruitment@cumbriafire.gov.uk

If you have any queries about the application process, our service, the promotion board, or anything else, please contact our dedicated recruitment team.

Email: **recruitment@cumbriafire.gov.uk**

Closing date for applications is 12:00pm on Sunday 24 September 2023

Job Description and Role Map

Post: Station Manager B

Purpose:

Leadership is key to Cumbria Fire and Rescue Service's vision to deliver the best services possible to residents, businesses, and communities within Cumbria.

Delivering excellent service to our communities, being adaptable to evolving requirements of a modern day fire and rescue service, and leading others to meet Service strategic objectives is key to our future success

Principal Responsibilities:

- ▶ Assist in the development and implementation of strategic Service and departmental objectives and ensure their effective and efficient implementation.
- ▶ Provide cover on the Station Managers rota and respond to operational incidents adopting the appropriate role within the incident command system.
- ▶ To be accountable for the efficient and effective management of a service area ensuring all objectives are successfully achieved through proactive performance management
- ▶ Provide leadership, support and guidance for staff and promote continuous improvement.
- ▶ Research, develop and deliver policies and service projects where appropriate to meet the current and emerging needs of the Service.
- ▶ Develop and co-ordinate links with key stakeholders, other external bodies and partners as required to support the achievement of Service aims
- ▶ Support the operation and management of the Service by carrying out aspects of operational station management commensurate with the role
- ▶ Carry out Investigations & Inspections in relation to incidents, accidents, people, equipment and vehicles etc.
- ▶ Support county-wide community safety activities where appropriate.
- ▶ Develop and produce risk information for use by operational staff.
- ▶ Prepare and review Site Specific Risk Information as appropriate to location.
- ▶ Be accountable for the delivery of Operational / Training exercises as appropriate to location.
- ▶ Quality Assure operational competence and workplace assessment processes.
- ▶ Comply with the broad requirements of the Station Manager Role Map.

Station Manager Role Map:

- ▶ EFSM2 Lead, monitor and support people to resolve operational incidents.
- ▶ EFSM3 Determine solutions to hazards and risks identified through inspection and investigation.
- ▶ EFSM10 Plan and implement activities to meet service delivery needs.
- ▶ EFSM12 Manage the effective use of 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.
- ▶ EFSM21 Provide information to support decision making.

(Please note annual targets will be discussed during the appraisal process).

Key facts and figures of the post:**Budget responsibilities**

None.

Staff management responsibilities

Lead and manage teams and individuals, including applying relevant policies and procedures as required. Provide leadership, mentorship, training, support and guidance for staff, promoting continuous improvement. Implement and preside over disciplinary, grievance and other employee matters commensurate with the role. Support the recruitment of staff to support high performing and flexible teams.

Other

Carry out work in support of Service objective.

Person Specification

| | Essential |
|---------------------------|---|
| Experience | <ul style="list-style-type: none"> ▶ Hold the post of competent Watch Manager. ▶ Experience of leading, monitoring and supporting staff to resolve operational incidents. ▶ Experience of determining solutions to hazards and risks identified through inspection and investigation. ▶ Experience of designing and delivering presentations and training events. |
| Knowledge / Understanding | <ul style="list-style-type: none"> ▶ Knowledge of Health and Safety at work legislation and its application to the Fire and Rescue Service. ▶ IOSH Qualification. ▶ A working knowledge of the specific legislation applicable to the Fire and Rescue Service in relation to Fire Safety and Fire Service operations. ▶ Possess an up to date knowledge of current Fire and Rescue Service developments applicable to this level of role. ▶ A clear understanding of the equality and diversity agenda and how it relates to the Fire & Rescue Service. ▶ Knowledge of disciplinary, grievance and performance management procedures. |
| Skills / Behaviours | <ul style="list-style-type: none"> ▶ Plan and implement activities to meet service delivery needs. ▶ Ability to manage the effective use of resources. ▶ Ability to manage the performance of teams and individuals, setting and monitoring objectives. ▶ Ability to develop self, teams and individuals to enhance work based performance. ▶ Ability to manage self to achieve work objectives. ▶ Ability to provide information to support decision making. ▶ Proven success at managing change in the workplace and can demonstrate commitment to taking forward the modernisation agenda. ▶ Ability to communicate effectively at all levels, with the ability to use a wide range of communication techniques. ▶ Computer literacy skills. ▶ Ability to implement and monitor compliance with quality policies, practices and assurance systems. ▶ Personal Integrity with the ability to demonstrate high personal standards. ▶ Evidence of Continual Personal Development. |
| Other | <ul style="list-style-type: none"> ▶ Ability to travel throughout Cumbria and beyond, including overnight stays where necessary. |

Promotion Board Process

The promotion board assessment days will take place in person, at Fire Headquarters, Kemplay Bank, Penrith, CA10 2FA.

| Date | Activity |
|-------------------------------------|--|
| Tuesday 5 September 2023 | Advert Live |
| Wednesday 20 September 2023 | Virtual Engagement Session |
| Sunday 2 2023 | Advert closing date - close at 12.00pm |
| Monday 25 September 2023 | Shortlisting process |
| Tuesday 26 September 2023 | Candidates invited to assessment day |
| Tuesday 3 - Thursday 5 October 2023 | Assessment Days |

Virtual Engagement Session

Wednesday 20 September 2023, 2.00pm

As part of our commitment to transparency and inclusion in our promotion board, we are holding a virtual engagement session. The recruitment team will discuss the process, what to expect on the assessment days, and answer any queries candidates have. For all interested candidates, please contact **Orlanda Wright (she/her)** on **recruitment@cumbriafire.gov.uk** and you will be sent the link to join the session.

If you have any queries, please email **Orlanda Wright (she/her)**, at: **recruitment@cumbriafire.gov.uk**

Reasonable Adjustments and Accommodations

Please let us know at the earliest stage of the process if you would like to discuss or request arrangements that will assist you in completing the selection process. Any requests for reasonable adjustments will be treated with the utmost confidence.

For support or further information please email: **recruitment@cumbriafire.gov.uk**

About Cumbria Fire and Rescue Service

Cumbria Fire and Rescue Service is a large rural service covering the picturesque Lake District to the Pennines in the east and from the industrialised West Cumbrian coast to the estuaries in the south of the county. Cumbria is the second largest County in England and is the second least densely populated, with a population just under 500,000, 52% of those live in rural areas.

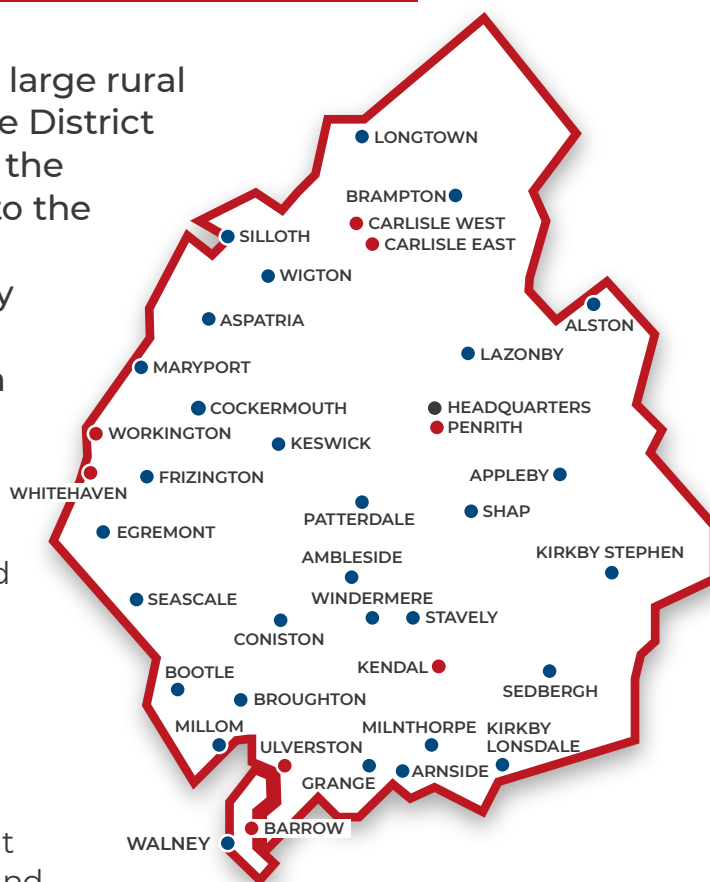
CFRS have approximately 650 firefighters and fire service staff. Cumbria is supported by 38 fire stations. We have 8 wholtime stations and 30 on-call fire stations.

The mountains and lakes attract millions of visitors each year. In 2021, 31 million people visited Cumbria. This significantly increases risk across the county throughout the year and increases our response demand.

Cumbria has sites of significant national risk, including Sellafield and BAE Systems in arrow. The county hosts large scale events attracting thousands of visitors such as Appleby Horse Fair and Kendal Calling. CFRS are heavily involved in the strategic safety planning of these sites and annual events.

Cumbria also has infrastructure challenges, because we have the country's fourth largest road network with 7,900km of roads. From the M6 to busy urban streets in built up areas and narrow country roads in remote rural areas. There are 3,729km of unclassified roads, many of which are winding with steep gradients and poor accessibility, so the Service have a diverse fleet of vehicles to meet our challenging geography.

CFRS places particular focus on education for young drivers, delivering Road Awareness for young people aged 18-25 regularly. Courses aim to raise awareness of the dangers on the roads and effects of road traffic collisions. The Service also delivers many Call, Push, Rescue courses, teaching emergency life support skills to members of the public.



CFRS have a team of Fire Protection Inspectors who audit medium and high-risk premises, and our shift-based firefighters inspect low risk premises. Our Fire protection activities are wide ranging and through effective collaboration the Service focus on the most vulnerable to harm.

Cumbria is no stranger to severe weather, Over the past 15 years, the county has experienced significant flooding events. Storm Desmond in December 2015 caused unprecedented damage and destruction throughout the county. The 'Beast from the East' and Storm Arwen left many homes and villages cut off for days.

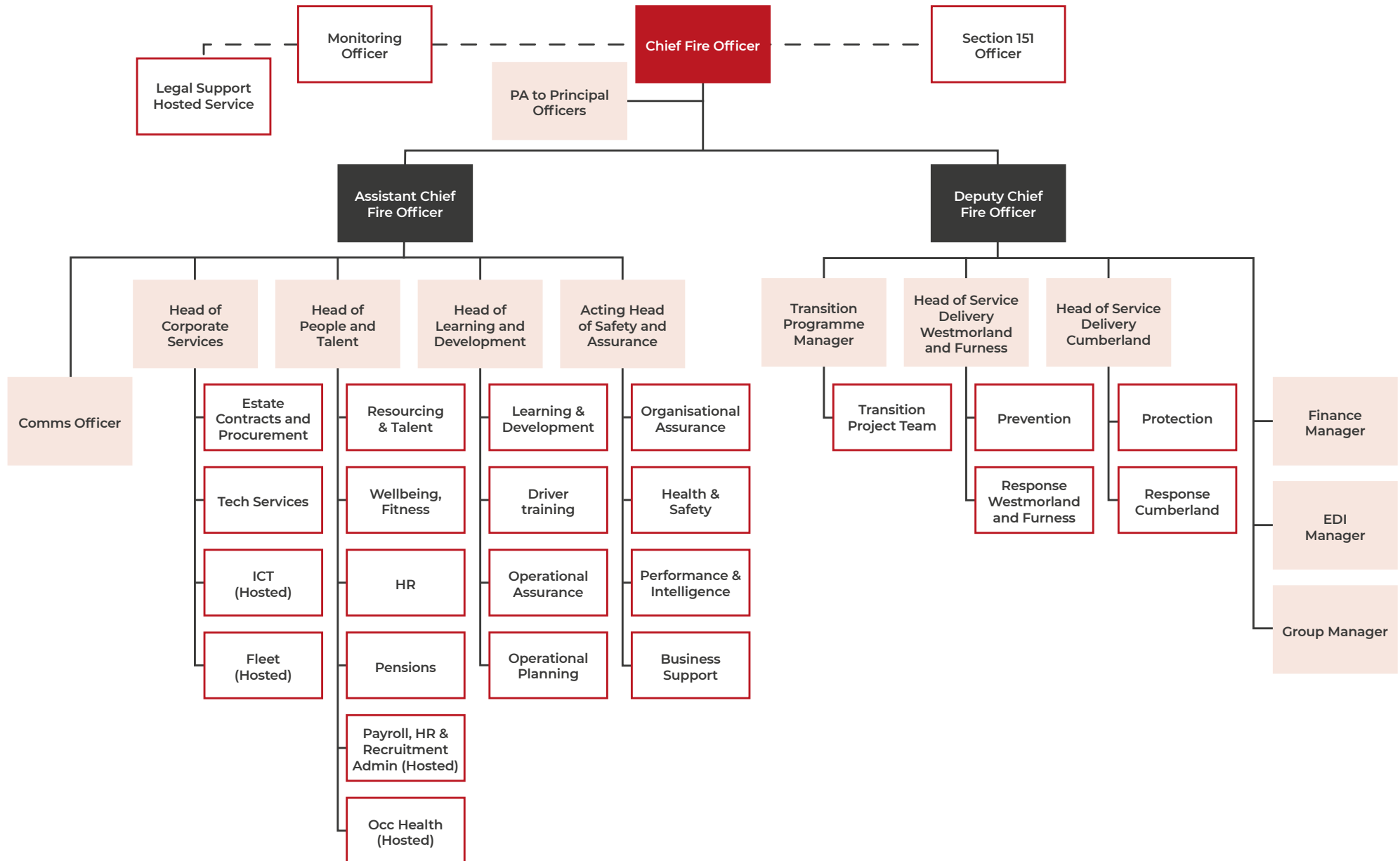
CFRS have specialist resources and training to deal with wildfires, water rescue, flooding and firefighters are also trained for large animal rescues and have rescued cows, horses, sheep, dogs as well as wild animals.

CFRS focus on Prevention, Protection and Response to keep communities and visitors safe every day, every year.

Cumbria Fire and Rescue Service is led by a newly shaped Strategic Leadership Team, made from both Operational and Corporate services, that combines industry knowledge, proven excellence in their fields, and a passionate commitment to continually drive the service forward.



Cumbria Fire & Rescue Structure Chart



Our Vision and Values

Our vision

A community-focussed, professional, and trusted Fire and Rescue Service that makes Cumbria a safer place for all.

Our values

We believe passionately in the delivery of excellent public services to make Cumbria a safer place for all. To do that we need to be clear about the values and behaviours that we need to drive change and achieve our high standards.



Putting our communities first



Dignity and respect



Equality, diversity and inclusion



Integrity



Leadership

► Putting our communities first

We put the interest of the public, the community, and service users first.

► Dignity and respect

We treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias.

► Equality, diversity, and inclusion

We continually recognise and promote the value of equality, diversity, and inclusion, both within the fire and rescue service and the wider communities in which we serve.

► Integrity

We act with integrity including being open, honest, and consistent in everything that we do.

► Leadership

We are all positive role models, always demonstrating flexible and resilient leadership.

Living in/Relocating to Cumbria

As a place to live, Cumbria takes some beating. Its home to some of England's highest mountains, biggest lakes and most breath-taking scenery. The scenic views are matched by the openness of its communities and the friendliness of its people.

From the stunning beauty of the Lake District to the lively and bustling market towns and the rich history, Cumbria offers something for everyone. This unique piece of England inspires a lasting affection among residents and visitors alike. But there is more to Cumbria than meets the eye. What brings people here and keeps them coming back is, quite simply, the unbeatable quality of life.

Time and again the county comes top of the league in surveys looking at Britain's best places to live. With excellent schools, low crime, good house prices and big opportunities for those who choose to live and work here.

If you are considering relocating here, there are a few things you should know:

- ▶ Cumbria's schools consistently achieve above national average results in a range of areas and the percentage of children who gain access to their first preference schools are amongst the best in the country.
- ▶ Cumbria has some of the lowest crime rates in England
- ▶ It has an amazing outdoor offer.
- ▶ Its GP practices have the country's highest levels of patient satisfaction.



Connectivity to and from Cumbria is excellent:

Train: Cumbria has excellent mainline rail links, opening up access to Newcastle, Leeds, Glasgow and London.

Road: Cumbria is linked to the rest of the country by the M6, to Scotland via the M74/75 and to Newcastle upon Tyne by the A69.

If you are travelling further afield, Manchester, Liverpool, Glasgow and Newcastle are located less than 90 minutes' drive from the county.

This is only a brief glimpse of what Cumbria is all about, of what it's like to live and work here. To get a real taste of this beautiful, interesting and exciting county, you'll really have to come and experience it for yourself.

For more information, please visit:

- ▶ Cumbria Tourism www.cumbriatourism.org
- ▶ Information and statistics about Cumbria www.cumbriaobservatory.org.uk
- ▶ Visit Cumbria www.visitcumbria.com
- ▶ The Lake District www.golakes.co.uk
- ▶ Doing Business in Cumbria www.cumbriachamber.co.uk

Key Documents

Please note, these are document versions we have now, and some are currently under review.

Annual Performance Report – 2019/2020

Click [here](#) to view the report.

Annual Report – 2021/22

Click [here](#) to view the report.

His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS)

On 20 January 2023 we received the report from our most recent HMI inspection (tranche 3), the third set of reports. Our Service was assessed against the following areas:

- ▶ How effective they are in keeping people safe and secure from fire and other risks;
- ▶ How efficient they are in keeping safe and secure from fire and other risks; and
- ▶ How well they look after their people.

Click [here](#) to view the report.

Community Risk Management Plan – 23/24

Our Community Risk Management Plan (CRMP) for 2023-24 was published April 2023 as a 1-year extension to our current IRMP. Cumbria Fire and Rescue Service has been through significant change over the past 12 months, as we move from working with Cumbria County Council to the Police Fire and Crime Commissioner. We understand the uncertainty this change in governance has caused, and this CRMP allows our service to be clear about what we want to deliver over the next 12 months.

Agreement of this document allows CFRS to put in place a comprehensive process to develop a new CRMP for 2024-2027. This new CRMP will allow CFRS to consider the latest available intelligence to ensure that innovative solutions are put in place to address our People, Prevention, Protection, and Response arrangements.

Click [here](#) to view the plan.

IRMP – 2019 – 2023

This is our existing Integrated Risk Management Plan (IRMP) for 2019-2023, and a significant consideration was the change in Governance the service has gone through in the past 12 months.

This IRMP, envisioned in line with the County Council's Council Plan, set out the priorities for the Council in collaboration with CFRS, stating that it wants to enable communities to live safely and to shape services locally. Part of this is ensuring an effective fire and rescue service, targeted at vulnerable people and areas of highest risk.

Click [here](#) to view the plan.

Service Plan – 22/23

Our Service Plan for 2022-23 was produced knowing the significant change Cumbria Fire and Rescue Service were undertaking in this period, specifically moving to a new Governance model under the Police, Fire and Crime Commissioner and Local Government Reorganisation, that saw the County Council cease to exist and a review of corporate functions required. The Strategic Leadership team worked to ensure minimal impact on operational delivery and are striving to further this as we move through the next 12 months and consider our future Service Plan.

Equality and Diversity Strategy

This strategy outlines our approach to Equality, Diversity, and Inclusion. It summarises a significant number of documents produced at a national level that provide guidance to Fire and Rescue Services with regards to EDI, whilst also recognising at the time of publication that the service was part of County Council (CCC) and ensured collaboration with the Council's broader Equality Framework.

EDI is of the utmost importance in both our outward facing service delivery activities and inward facing responsibilities as an employer. This Strategy will provide the foundation for the Service to deliver against the aspirations within the Local Government Association's (LGA) Fire and Rescue Service Equality Framework (revised 2017). In doing so, the Strategy recognises that the EDI agenda is not static. We will ensure that the Strategy is regularly reviewed, and members of staff are held to account for the delivery of actions.

Click [here](#) to view the strategy.

Our Governance

Peter McCall is the Police, Fire and Crime Commissioner for Cumbria following the transfer of responsibility for Cumbria Fire & Rescue Services governance to the Office of the Police and Crime Commissioner from 1 April 2023.

For more information, please click [here](#).

Our Code of Ethics



Putting our communities first



Dignity and respect



Equality, diversity and inclusion



Integrity



Leadership



@cumbriafire



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