



Candidate Pack Group Commander B | 2026

Thank you for your interest in becoming a Group Commander with Hereford & Worcester Fire and Rescue Service (HWFRS). This guidance explains the role, eligibility criteria, application requirements and selection process.

If you have any questions after reading it, please contact our Recruitment team via email: recruitment@hwfire.org.uk.

Interested candidates are welcome to meet or discuss the role with a member of the panel and arrange a visit to HWFRS. This can be arranged by emailing Tracey Hedges: THedges@hwfire.org.uk.

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Job Advert Closing Date:
Midday 20th November 2026

Assessment Date (Fixed):
7th December 2026

Interview Dates (Fixed):
14th and 15th December 2026

OUR CORE CODE OF ETHICS

We follow the [Core Code of Ethics for Fire and Rescue Services \(FRS\)](#) in England which guides everything we do.

Putting our communities first

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

Integrity

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

Dignity and respect

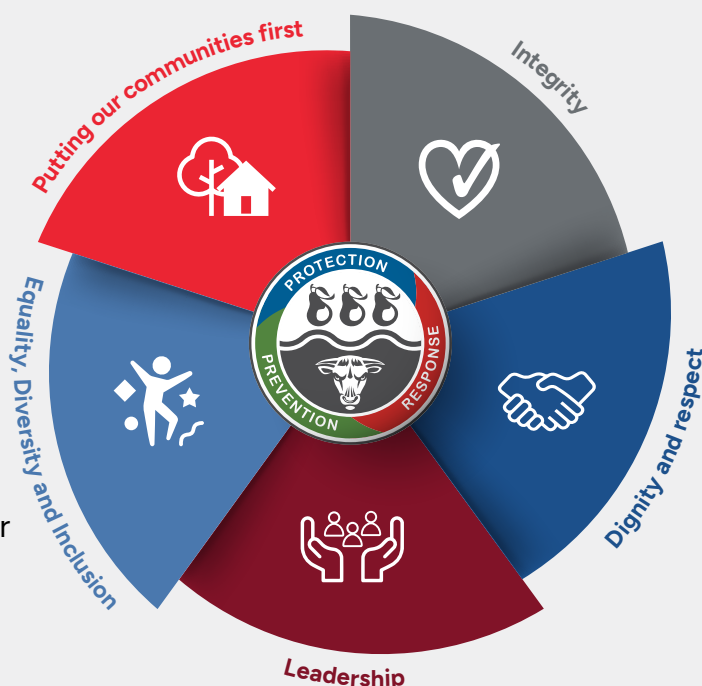
We make decisions objectively based on evidence, without discrimination or bias.

Leadership

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.

Equality, Diversity and Inclusion

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.



Introduction

About Us

Who We Are

Hereford & Worcester Fire and Rescue Service attended 8,213 incidents in 2024-25 ranging from property and countryside fires, road traffic collisions, collapsed structures, water rescues, hazardous materials to animal rescues. We employ over 696 full-time and part-time members of staff in 754 roles, delivering a wide range of prevention, protection and emergency response services across Herefordshire and Worcestershire (an area of 392,000 hectares with a population of over 804,000 people).



 **25**
Fire Stations

 **34**
Fire Engines

-  Wholetime
-  Day Crewed
-  On-Call (Retained)
-  Wholetime Pump
-  On-Call Pump
-  Day Crewed Pump
-  On-Call Pump – nights
-  Day Duty Pump
-  HQ Service Headquarters
-  Ops Operational Logistics

 **234**
Wholetime Firefighters and Officers

 **349**
On-Call Firefighters

 **28**
Fire Control Firefighters

 **143**
Support Staff and Managers

OUR PURPOSE, VISION AND MISSION

Our core purpose, vision and mission are what drives and motivates our people to make the communities of Herefordshire and Worcestershire safer. To do this effectively we need to understand and appreciate the diversity of the communities we serve and have a workforce that is inclusive; where our people fully represent and understand those communities.

PURPOSE

Why we are here

Keeping people safe from fire and other risks.
Responding efficiently and effectively to incidents and emergencies.

VISION

What we want to do

Building on our successes to continue to make a difference, improve lives and help secure resilient communities.

MISSION

What we do every day

As one professional team we will work hard every day to deliver high quality, sustainable services to our communities.



The Role

We are seeking to appoint a Group Commander who has excellent leadership skills, enthusiasm and a passion for achieving excellence.

Role Overview

We are looking for individuals who will be committed to encouraging and promoting our Service values, as well as complying with the required standards of conduct. In addition, the role will require providing operational cover on the flexi-duty system rota and will be required to demonstrate operational competencies.

Our Group Commander posts are based throughout our two counties of Hereford and Worcestershire. These posts include district and department-based roles. Our Service Headquarters, Hindlip Park, Worcester, WR3 8SP is a shared site with West Mercia Police, in a picturesque location boasting a historic 19th Century Manor house, modern office facilities and numerous staff amenities within beautiful, landscaped gardens.

Please refer to the job description and person specification for further information on the main duties and responsibilities of the post and our core values.

Terms and Conditions

These are no less favourable than those enjoyed under the terms and conditions for Group Commanders as agreed by the National Joint Council Scheme of Conditions of Service (Grey Book, 7th Edition).

Pay

The salary scale for a Group Commander (B) is in line with NJC Grey Book pay scales plus an additional 20% flexi duty allowance where applicable. On appointment, you will normally be placed on development rate of pay unless you can demonstrate that you have already achieved competence within the role.

Vehicle

Flexi duty officers are provided with a car for Service duties. Individuals can elect to use this vehicle for personal use; however, this may be subject to tax implications.

The Role continued

Contract Status and Pension

Applicants applying for substantive promotion should be aware that any significant increase to your pensionable pay may attract additional tax payments under HMRC rules. Annual Allowance tax charges apply when the growth of the pension is estimated to be more than £60,000 annually although, unused allowance from previous years may offset any charges.

Further details can be found on the HMRC website at <https://www.gov.uk/tax-on-your-private-pension/annual-allowance> or by contacting the Pension Officer at Hereford and Worcester Fire and Rescue Service.

Hours of Work

You will be required to undertake the role of level 2 and 3 commander for response. You must be able to provide a response base for the performance of standby / call-out duties. This base must be within the geographical area of Herefordshire and Worcestershire, and acceptable in terms of location within the counties.

Annual Leave and Public Holidays

Your leave entitlement is as follows 28 days Scale A, 5 days Scale B and 3 days Long Service Leave. The public holiday entitlement is 10 public holidays each year and 2 Concessionary days.

Politically Restricted

This post is deemed politically restricted in accordance with The Local Government and Housing Act 1989 (LGHA 1989).

Additional Benefits

- A rewarding, varied career, with investment and support for personal and academic development.
- Relocation expenses, up to a maximum of £12,000.
- Annual CPD payment for maintaining competence.
- Training, development and career progression opportunities.
- Flexible working patterns.
- Access to fitness facilities, and health and wellbeing services and advice.
- Opportunities to work in a range of workplaces and locations across the two counties.
- To be part of a Service that is committed to making a difference every day.

General Responsibilities

We expect all our employees to perform their duties in accordance with the provisions of the Equality Act 2010, [Code of Conduct](#) and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of all our employees to actively promote equality, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards others.

Safeguarding

Hereford & Worcester Fire and Rescue Service's recruitment and selection procedures reflect our commitment to safeguarding and promoting the welfare of Adults, Children and Young People. All staff and volunteers are expected to share this commitment.

The Selection Process

The Group Commander selection process has a number of stages. A summary of the key stages and dates are shown below and on the timeline to the right:

1 Application

- Completion of an online application form.

2 Shortlisting

- This will take place following the application stage and candidates will be notified of outcomes by email.

3 Selection

- An Assessment Day:
 - The assessment day will take place on **7th December 2026**.
- An Interview Day:
 - Interviews will take place on **14th and 15th December 2026**.
- Completion of a Level 3 Incident Command Assessment, as necessary.
- A fitness test and medical assessment.
- Pre-employment checks:
 - These include security clearance vetting and Non-Police Personnel Vetting (NPPV) Level 2.

THE RECRUITMENT TIMELINE

30.10.26

Applications open



20.11.26 (noon)

Applications close



W/C 30.11.26

Shortlisting



07.12.26

Assessment Day



14.12.26 and 15.12.26

Interview Days

The scheduling of the selection process involves a number of resources. Please be advised that if you are unable to make the scheduled interview dates, we will not be able to make alternative arrangements.

The Selection Process continued

Independent Scrutiny

This is a competitive and transparent process subject to internal independent scrutiny. The purpose of scrutiny is to provide constructive challenge on any aspect of the process, support compliance with our promotion principles and promote a culture of consistency, fairness and trust.

Eligibility to Apply

To apply, you must meet the following criteria at the point of application:

- Be a competent UK Local Authority Station Commander or role above.
- Be able to demonstrate previous or current competence at Levels 1 & 2 command.
- Pass a Level 3 Command Assessment if not already held.
- Be eligible to live and work in the UK without restrictions.
- Have had an appraisal in the last 12 months, unless not applicable to your organisation.

- Not have any live formal disciplinary sanctions or history of serious misconduct.
- Should not have been dismissed by another Fire and Rescue Service on the grounds of serious misconduct or capability.
- Must be able to pass all relevant and required vetting processes.
- Not be in a formal capability process.
- Be medically fit to undertake the role, and pass the medical and annual fitness test.

Check!

All communication during the process will be sent to the email address provided by you on your application form so please check this is correct when completing your application form. Please ensure you keep your contact details updated and that you regularly check your email account and spam folder.

The Selection Process continued

1. Application



Online Application Form

To apply for this vacancy, you will need to complete an online application form, through West Midlands Employers (WMJobs). This is the public jobs website used by the Service as its application portal. Registration is quick, easy, and requires only your first name, surname, and email address. After registering, you can save and re-visit your application. You can register at the point of applying, by selecting the 'apply' button in the top right-hand corner of the advert. If you have previously applied for a job through WMJobs, you can login with your usual email address and password.

Once you have registered/logged in, you will be taken through to the application form, where you will need to complete all required sections.

Check!

All communication during the process will be sent to the email address provided by you on your application form so please check this is correct when completing your application form. Please ensure you keep your contact details updated and that you regularly check your email account and spam folder.

Step 1: Profile Builder

You should provide your personal information on the application form. All communications during the recruitment process will be sent to the email address provided by you on your application form, so please ensure this is accurate.

Our application form will ask for the following personal information:

- Name
- Contact details
- Address

Step 2: Questionnaire

In the first part of this section, you will be asked to confirm you meet the eligibility criteria for the role you are applying to. If you do not meet these eligibility criteria, please do not apply, as your application cannot be accepted.

We also ask you to confirm your current Fire Service employer, and your current operational role.

Application Upload

For this section, you will need to complete a relevant word template document attached to the job advert: [Application Form Supporting Information GC 2026](#)

The Selection Process continued

1. Application continued

Once completed, upload the file to the online application form. We recommend that you complete this document offline, save a local copy, and take the time to ensure you are satisfied with the content before submitting it through the application form.

Within the upload document there are a number of sections to complete:

- **Section 1 – Employment history**

Please provide details of your employment history starting with your most recent employment and work backwards ensuring that all periods of time (including gaps in employment history) are accounted for.

- **Section 2 – Qualifications & Courses**

Education – Please provide details of your education history starting with your current or most recent education and focus on those areas most relevant to the role you are applying for.

Memberships of relevant professional bodies – Please provide details of any membership you have with any organisation which may be relevant to this post.

Training – Please provide details of any relevant training, qualifications and learning and development starting with your current or most recent, again focusing on those most relevant to the role you are applying for.

- **Section 3 – Supporting Information**

Please provide any other evidence to support your application, carefully matching your skills, potential and experience to the criteria in the person specification of the Group Commander job description. Please ensure you have read the job description and person specification before completing this section. The word limit for this section is 1500 words.

Applications must be completed accurately and honestly, and you are encouraged to read all instructions carefully to ensure you fully understand what you are being asked to do. You are reminded that only the information provided on the application form will be taken into account during the shortlisting process.

Any false, misleading or inaccurate information in connection with your application may result in you being withdrawn from the process, the withdrawal of any offer of employment that may be made or formal disciplinary action if you have already been appointed.

Reasonable Adjustments

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment including recruitment activity. Please tell us at this stage if you consider yourself to have a disability that you wish us to know about. If you require any reasonable adjustments to support you through the process, such as adjustments relating to dyslexia, please indicate this in your application form.

Reasonable adjustments will be based on identified need rather than personal preference and therefore, you will be asked to provide us with diagnostic evidence to confirm the reasonable adjustments you require. This might include a GP or specialist's letter or a diagnostic report by a suitably qualified assessor.



The Selection Process continued

1. Application continued

Declaration of Offences

If you have a record of an offence, this will not necessarily preclude you from applying as all applications are considered strictly on their merit. However, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare:

- All unspent cautions and convictions
- All adult cautions and spent convictions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2023).

Please include offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences. Convictions or cautions will not necessarily preclude you from appointment, it will depend on their nature and the circumstances of the offence.

Guidance on the filtering of convictions can be found here: <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates>.

Any information given will be treated as confidential. The information disclosed in this form will not be accessible with your application form during the recruitment process.

Application Declaration

You are required to answer these questions regarding any current or previous UK Fire & Rescue Service employment. We also ask you to declare that the information you are providing is true to the best of your knowledge.



Step 3: Equality Monitoring

We will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion, or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. This information will help us to ensure that our recruitment process is fair by allowing us to identify and eliminate discrimination. It will also help us to assess the success of our processes by monitoring job applications. We would therefore be grateful if you would complete the questions in this section. All information will be treated in confidence and will not be seen by staff directly involved in appointment. The questionnaire will be detached from your application form, recorded separately, and used only to provide statistics for monitoring purposes.

Technical Support

Should you require any support with the WMJobs website, your user account, or your in-progress application email: recruitment@hwfire.org.uk.

Alternatively, WMJobs have a technical support team which can be contacted via <https://www.wmjobs.co.uk/contact-us/>

The Selection Process continued

2. Shortlisting



Shortlisting will be undertaken by a panel that will objectively assess each application against the person specification.

Candidates will only be shortlisted using the details in the application form. Those applications that meet the minimum standard will progress to the next stage of the process. The Service reserves the right to apply an additional sift to reduce candidate numbers if necessary.

We are committed to equal opportunity for all. As part of our shortlisting process, we remove candidates' personal details prior to issuing the shortlisting packs to the shortlisting panel. This includes information related to any protected characteristics as defined by the

Equality Act 2010 and seeks as far as possible to remove information that may indirectly identify any of these characteristics.

Check!

All communication during the process will be sent to the email address provided by you on your application form so please check this is correct when completing your application form. Please ensure you keep your contact details updated and that you regularly check your email account and spam folder.

The Selection Process continued

3. Selection



Assessment Day

This stage will consist of several exercises assessed against the middle manager level of the NFCC Leadership Framework. This stage of the process will be held on a separate date to the interview day. Further information will be given to candidates who reach this stage.

The Assessment Day will take place on 7th December 2026

Interview Day

The interview day will assess your skills, knowledge, and potential abilities, in relation to the role by way of a decision-making exercise and a panel interview. The panel will be chaired by the Deputy Chief Fire Officer and two other senior managers.

Interviews will take place on 14th and 15th December 2026.

Incident Command Assessment

Candidates who do not hold a current Level 3 Incident Command Assessment pass will be invited to attend an assessment as part of this process.

Fitness Test

This is an assessment of VO2 max designed to assess whether you meet the required fitness levels to meet operational requirements. Candidates will be exempt from this stage, should they already hold an appropriate in date **HWFRS** fitness test pass.

Medical

The medical assessment will examine your general health and fitness against the required standard. Medical information is strictly confidential to our health assessment professionals. They will identify and discuss any medical conditions that may affect a candidate's ability to undertake the role. In some cases, further information may be required from a GP.

Candidates will be exempt from this stage, should they already hold an appropriate in date **HWFRS** medical assessment pass.

The Selection Process continued

3. Selection continued

Selection Outcomes

Information gathered throughout the selection process will be reviewed as a whole, and applicants who meet the required standard will be considered successful.

Candidates who are successful in the process but not appointed into vacant positions may be held within a pool to fill future vacancies for a defined period, although the Service reserves the right to reduce or extend this timeframe as required. HWFRS reserves the right to appoint and transfer individuals into alternative posts to meet the strategic objectives of the organisation.

Candidates will be deemed unsuccessful if they do not meet the required standard. Furthermore, any particularly poor performance, at any stage, may result in overall failure and the candidate removed from the process. All candidates will be offered feedback upon request at the culmination of the process.

Offer and Pre-employment Checks

If you are successful, you will be issued with a conditional offer of employment subject to a range of pre-employment checks such as nationality and immigration status, employment history; criminal record check; academic qualifications; satisfactory references, and other matters to ensure that you are qualified for the appointment.

It is the final decision of the Service to determine if such references meet with our requirements. If we do not receive references within a reasonable timescale, this may affect your start date and appointment with HWFRS.

An offer of employment is also made subject to security clearance vetting, Non-Police Personnel Vetting (NPPV) Level 2 Abbreviated, and you may be required to pass advanced national vetting processes (for example SC level) as a requirement for the role.

Staying Connected

All communications during the process will be sent to the email address provided on your application form, so please check if this is correct before submitting your application. Please keep your contact details updated and regularly check your email account and spam folder. You are advised not to change your email address during the recruitment process, as this may prevent us communicating with you effectively. We cannot be held responsible for missed communications resulting from changes you make to your contact details.

Contacts

If you have any questions regarding the application or selection process, please contact: recruitment@hwfire.org.uk / 01905 368490.

Interested candidates are welcome to meet or discuss the role with a member of the panel and arrange a visit to HWFRS. This can be arranged by emailing Tracey Hedges: THedges@hwfire.org.uk.

Group Commander B

Salary:	Group Commander B in line with NJC Grey Book pay scales plus 20% flexi duty allowance.
Location:	The role will be based across the Herefordshire and Worcestershire area with HQ based at Hindlip Hall, Worcester, WR3 8SP.
Contract:	Full time, permanent plus pension and benefits including provided car with option for personal use, subject to taxation and mileage charges.
Closing Date:	12:00 Noon Friday 20th November 2026.

Hereford & Worcester Fire and Rescue Service (HWFRS) is pleased to invite applications for the role of Group Commander (aligned to the 'grey' book terms and conditions).

HWFRS is a forward thinking and dynamic organisation looking for talented, positive and inspirational individuals to join our leadership team across locations stretching east to west from the Cotswolds to the mid-Wales border, and from the outskirts of Birmingham in the north, to the Wye Valley Area of Outstanding Natural Beauty (AONB) in the south – with the Malvern Hills AONB right at the heart of the two counties.

Our stations are crewed by a mix of Wholetime and On-Call Firefighters, supported by Fire Control and essential Support Staff. We attend over 8,000 incidents each year – including property and countryside fires, Road Traffic Collisions, flooding and water rescues, animal rescues and a range of other incidents, alongside our USAR and High Volume Pumping National Resilience capabilities aligned to our Response Strategy. We also deliver essential key Protection and Prevention services across both counties every day.

We are seeking to appoint a Group Commander with the drive, enthusiasm and leadership capability required of a leader in a modern fire service. The successful candidate will help us to deliver our core strategies and lead our workforce.

We are looking for someone who can demonstrate they have the skills and abilities to help deliver our strategic objectives, uphold and champion our core values, and lead others in a variety of environments.

About the Role

The Group Commander is a pivotal senior middle management role within HWFRS leading operational and non-operational departments and forms part of the Service's senior leadership structure.

The role encompasses three key areas: operating as a senior operational commander, leading organisational change, and promoting a positive working environment. As a key departmental leader, the postholder will work closely with Principal Officers, Strategic Leadership Board colleagues, peers, and partners to translate organisational strategy into effective operational delivery, ensuring departmental and organisational priorities, service improvements, and efficiencies are achieved.

Group Commanders provide visible leadership across the Service, championing its values and fostering an inclusive, high-performing culture. They are accountable for delivering outcomes that strengthen organisational effectiveness, efficiency, resilience, and long-term success.

Appendix

Job Advert continued

Responsibilities will vary according to the assigned portfolio but will remain aligned with the National Group Manager Role Map.

Eligibility to apply

In order to apply, you must meet the following criteria at the point of application:

- Be a competent UK Local Authority Station Commander or role above
- Be able to demonstrate previous or current competence at Levels 1 & 2 command
- Pass a Level 3 Command Assessment if not already held
- Be eligible to live and work in the UK without restrictions
- Have had an appraisal in the last 12 months, unless not applicable to your organisation
- Not have any live formal disciplinary sanctions or history of serious misconduct
- Should not have been dismissed by another Fire and Rescue Service on the grounds of serious misconduct or capability.
- Must be able to pass all relevant and required vetting processes
- Not be in a formal capability process
- Be medically fit to undertake the role, and pass the medical and annual fitness test

You will also be required to hold a valid driving licence and be eligible to drive in the UK and must be able to pass an emergency response driving qualification. You must be able to provide a response base for the performance of standby / call-out duties. This base must be within the geographical area of Herefordshire and Worcestershire, and acceptable in terms of location within the counties.

Selection process

Applicants will complete an online application form, including a statement evidencing your suitability, skills and qualifications for the role. Shortlisted applicants will then be asked to attend a selection day comprising of a middle manager assessment day, a decision-making exercise and an interview.

Pre-employment checks will also be required including security clearance vetting (Non-Police Personnel Vetting (NPPV) Level 2 Abbreviated) and you may be required to pass advanced national vetting processes (for example SC level) as a requirement for the role. Successful candidates may be required to attend a conversion and induction training programme.

Full details of the role and selection process can be found in the job description and person specification and candidate guidance document.

Further information

Interested candidates are welcome to meet or discuss the role with a member of the panel and arrange a visit to HWFRS. This can be arranged by emailing Tracey Hedges THedges@hwfire.org.uk.

If you have any questions regarding the process or you are experiencing any difficulties with your application, please contact the recruitment team via recruitment@hwfire.org.uk before the closing date.

Appendix continued

Job Description

Group Commander B

Main purpose of the role

The Group Commander is a pivotal senior middle management role within HWFRS leading operational and non-operational departments, and forms part of the Service's senior leadership structure.

The role encompasses three key areas: operating as a senior operational commander, leading organisational change, and promoting a positive working environment. As a key departmental leader, the postholder will work closely with Principal Officers, Strategic Leadership Board colleagues, peers, and partners to translate organisational strategy into effective operational delivery, ensuring departmental and organisational priorities, service improvements, and efficiencies are achieved.

Group Commanders provide visible leadership across the Service, championing its values and fostering an inclusive, high-performing culture. They are accountable for delivering outcomes that strengthen organisational effectiveness, efficiency, resilience, and long-term success.

Responsibilities will vary according to the assigned portfolio but will remain aligned with the National Group Manager Role Map.

Key Duties and Responsibilities

(Aligned to National Group Manager Role Map)

Key Duties and Responsibilities:	Examples of this include:
Lead, Monitor and Support people to resolve operational incidents (EFSM2)	<ul style="list-style-type: none">• Reviewing and determining incident status;• Assuming responsibility and implementing action to support those involved in the incident;• Debriefing following the resolution of incidents.
Implement organisational strategy (EFSM6)	<ul style="list-style-type: none">• Allocate roles and responsibilities for implementation of strategic plans;• Delegate and provide support to those who will undertake implementation;• Maintain effective working relationships with those who can assist with implementation of the strategic plan.

Appendix continued

Job Description continued

Key Duties and Responsibilities:	Examples of this include:
Implement/manage change in organisational activities (EFSM9)	<ul style="list-style-type: none">• Identify opportunities for improvement in activities;• Evaluate proposed changes for benefits and disadvantages;• Plan the implementation of change in activities;• Agree the introduction of change;• Implement changes in activities.
Plan and implement activities to meet service delivery needs (EFSM10)	<ul style="list-style-type: none">• Plan and allocate work activities to meet service delivery needs;• Agree budgets and resources for work activities;• Implement and evaluate work plans to achieve objectives;• Make recommendations for improvements to work activities.
Determine effective use of physical and financial resources (EFSM11)	<ul style="list-style-type: none">• Allocate resources to meet service delivery needs;• Make recommendations for expenditure;• Control expenditure against budgets.
Select required personnel (EFSM13)	<ul style="list-style-type: none">• Identify personnel requirements;• Select required personnel.
Manage the performance of teams and individuals to achieve objectives (EFSM14)	<ul style="list-style-type: none">• Allocate and delegate work to teams and individuals;• Agree objectives and work plans with teams and individuals;• Assess the performance of teams and individuals;• Provide feedback to teams and individuals on their performance;• Resolve performance issues with teams and individuals.
Develop teams and individuals to enhance work-based performance (EFSM15)	<ul style="list-style-type: none">• Identify the development needs of teams and individuals;• Plan the development of teams and individuals;• Develop teams to improve performance;• Deliver individual learning and support for development;• Evaluate the development of teams and individuals.

Appendix continued

Job Description continued

Key Duties and Responsibilities:	Examples of this include:
Manage yourself to achieve work objectives (EFSM16)	<ul style="list-style-type: none">• Organise and structure personal work activities to achieve objectives;• Develop and continuously improve productive working relationships;• Implement personal development plan to continuously improve personal performance.
Advise on development and implementation of quality policies and practice (EFSM17)	<ul style="list-style-type: none">• Advise and support on the development of quality policies;• Advise on strategies to implement quality policies.
Implement quality assurance systems (EFSM18)	<ul style="list-style-type: none">• Establish and maintain quality assurance systems;• Recommend improvements to quality assurance systems.
Monitor compliance with quality systems (EFSM19)	<ul style="list-style-type: none">• Plan to audit compliance with quality systems;• Implement the audit plan;• Report on compliance with quality systems.
Develop information systems to support service delivery objectives (EFSM22)	<ul style="list-style-type: none">• Identify information and communication requirements;• Select, monitor and implement information management and communication systems.
Agree project plan to meet specified objectives (EFSM23)	<ul style="list-style-type: none">• Agree the project's scope and definition;• Develop plans to achieve the project's goals;• Establish the project's resources and control methods.
Co-ordinate projects to achieve objectives (EFSM24)	<ul style="list-style-type: none">• Support the project team;• Co-ordinate activities, resources and plans;• Keep stakeholders informed of project progress.
Ensure that service delivery and employment decisions are made in accordance with published policies, particularly those relating to equality of opportunity. To treat all individuals without exception, with dignity and respect and initiate appropriate action and procedures when breaches are evident.	

Appendix continued

Job Description continued

Key Duties and Responsibilities: Examples of this include:

Effectively promote, implement and ensure compliance with all of the Service's policies, procedures, practices and principles.

Support organisational management duties commensurate with managerial level (e.g. investigations, welfare, reports, performance management etc.)

Undertake such other duties and training as may reasonably be required consistent with your general level of responsibility within the organisation.

The post could be based at any location across the Service working a variety of shift patterns, in order to meet Service priorities, business continuity requirements or personal development.

The postholder will be required to undertake the role of Duty Group Commander in support of EFSM2 reporting directly to the Duty Area Commander and/or Principal Officer on all operational and administrative matters. The role of Duty Group Commander is to manage, coordinate and oversee all matters pertaining to the delivery of level 1-3 Incident Command (EFSM2), and other urgent organisational and departmental matters (such as complaints, or investigations etc.).

A duty nominated Group Commander should be available at all times and therefore the postholder should be prepared to provide reasonable flexibility in their role, as appropriate in support of this aim.

Appendix continued

Person Specification

Requirements	Essential or Desirable	Identified by
Qualifications and Training		
Hold an assessment pass at Incident Command Level 2	Essential	Application
Ability to pass an assessment at Incident Command Level 3	Essential	Selection process
Evidence of continued relevant professional development appropriate to the role	Essential	Application, Selection process
Have completed a Level 5 Leadership and Management qualification or demonstrate appropriate experiential learning	Essential	Application, Certificate
Have or be working towards a recognised strategic manager level qualification	Desirable	Application, Certificate
Possess IFE Level 4 Certificate Unit 3 – Fire Service Operations and Incident Command, or appropriate level of competence in this area	Desirable	Application, Exam Certificate
Possess IFE Level 4 Certificate Unit 2 – Fire Safety	Desirable	Application, Exam Certificate
Possess a Health and Safety qualification or equivalent experience appropriate to the role	Desirable	Application, Qualification Certificate if applicable
Knowledge and Understanding		
Awareness and understanding of the role and responsibilities of a Group Commander	Essential	Selection process
Demonstrate an understanding of the importance of equality, diversity and inclusion to HWFRS as an employer and service provider	Essential	Application, Selection process
Demonstrates an understanding of and ability to implement and manage Health & Safety in the workplace	Essential	Selection process
Demonstrates understanding of and commitment to HWFRS core values and the national Fire and Rescue Service Leadership Framework for a Group Manager	Essential	Application, Selection process
Demonstrates an understanding of working with representative bodies, across a range of areas	Desirable	Application, Selection process

Appendix continued

Person Specification continued

Requirements	Essential or Desirable	Identified by
Experience		
A competent Station Commander or equivalent	Essential	Application, References
Effective operational command experience appropriate to the role	Desirable	Application, Selection process
Experience of working successfully as part of a team, building and maintaining collaborative relationships with peers, managers and partners	Essential	Application, Selection process
Awareness and understanding of local, regional and national governance and potential political impact and implications of actions	Essential	Application, Selection process
Skills and Abilities		
Well-developed verbal and written communication skills with the ability to articulate complex issues and information to a wide range of audiences in various methods	Essential	Selection process
Competent level of IT skills using Microsoft Office applications including Word, Excel, Outlook and other systems	Essential	Selection process
Demonstrate ability to lead, involve and motivate others both within the FRS and in the community	Essential	Application, Selection process
Demonstrate commitment to and an ability to develop self, individuals, teams and others to improve organisational effectiveness	Essential	Application, Selection process
Demonstrate ability to understand and apply relevant information to make appropriate decisions and create practical solutions	Essential	Application, Selection process
Demonstrate ability to create and implement effective team plans in line with organisational objectives	Essential	Application, Selection process
Hold and maintain a current full driving licence	Essential	Application, Driving Licence Check

Appendix continued

Person Specification continued

Requirements	Essential or Desirable	Identified by
Achieve the required medical standards (subject to reasonable adjustments under the Equality Act 2010 where appropriate)	Essential	Medical
Achieve and maintain the required fitness levels to meet operational requirements	Essential	Fitness test
Ability to provide a response base for the performance of standby / call-out duties. This base must be within the geographical area of Herefordshire and Worcestershire, and acceptable in terms of location within the counties.	Essential	Application



If you have any questions regarding the application or selection process, please contact: recruitment@hwfire.org.uk / 01905 368490.

Interested candidates are welcome to meet or discuss the role with a member of the panel and arrange a visit to HWFRS. This can be arranged by emailing Tracey Hedges: THedges@hwfire.org.uk.