**NORTH WALES FIRE AND RESCUE AUTHORITY**

**JOB DESCRIPTION**

POST TITLE: Chief Fire Officer and Chief Executive

LOCATION: Fire and Rescue Service Headquarters, St. Asaph

RESPONSIBLE TO: The North Wales Fire and Rescue Authority

HOURS OF WORK: See below

1. The Chief Fire Officer and Chief Executive is responsible to the North Wales Fire and Rescue Authority (FRA) for the proper running of the North Wales Fire and Rescue Service (NWFRS) in accordance with the FRA’s financial regulations, standing orders and relevant scheme of delegations.
2. The Chief Fire Officer and Chief Executive, as the head of the Executive Leadership Team, is responsible for determining the vision and strategic direction of the NWFRS and the effective management of all services provided by the NWFRS on behalf of the FRA. This involves ensuring that the NWFRS is properly organised to meet all service delivery and administrative requirements and deploying available resources with maximum cost effectiveness across the NWFRS area.
3. The Chief Fire Officer and Chief Executive is the professional advisor to the FRA on all FRS and other related matters.
4. The Chief Fire Officer and Chief Executive is expected to manage the functions of the FRS in accordance with all relevant legislation in force at the time.
5. The Chief Fire Officer and Chief Executive is expected to form excellent working relationships with external partners and other agencies. These include, but are not limited to:-

* The Clerk and Treasurer to the FRA
* National and local elected officials
* Welsh Government and local authority officials
* Senior colleagues from partner agencies such as North Wales Police, the Welsh Ambulance Services NHS Trust and the Betsi Cadwaladr University Health Board Trust.
* Senior leaders from the South Wales and Mid and West Wales Fire and Rescue authorities.
* Senior leaders from fire and rescue authorities with which the FRA has borders and/or formal arrangements.
* Local officials of the recognised trade unions

1. The successful candidate is required to provide a residential base within the North Wales area.
2. Remuneration for the post is up to £130,751. Candidates should note that Executive Officer salaries are currently under review.
3. The conditions of service for the post will be as set out in the National Joint Council for Principal Officers of Local Authorities’ Fire Brigades (Gold Book). There are no normal hours of work for the role of Chief Fire Officer and Chief Executive, however, the normal working week (including participation in the Principal Officers’ Rota) will not exceed an average of 78 hours. Due to the nature of the role of the Chief Fire Officer and Chief Executive and the fact that it cannot be undertaken within a fixed working week, a large element of unsocial hours will be required for the performance of the post’s responsibilities.
4. The FRA reserves the right to review the contents of this job description, the scope of which may be amended in light of changing priorities in the future.
5. The post of Chief Fire Officer and Chief Executive is politically restricted under the provisions of the Local Government and Housing Act 1989.