



Gwasanaeth Tân ac Achub
Fire and Rescue Service

Chief Fire Officer And Chief Executive

Candidate Information Pack

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Welcome from the Chair of the Fire Authority

Dear Prospective Candidate

Thank you for your interest in becoming the next Chief Fire Officer and Chief Executive of the North Wales Fire and Rescue Authority.

The Authority, and the North Wales Fire and Rescue Service, enjoys an excellent reputation within Wales and beyond. We have a record of delivering excellent emergency and preventative services to North Wales's communities through our dedicated staff who have access to the best available equipment and resources.

We are proud of our achievements, particularly as many of them have been made against a difficult financial background.

The current Chief Fire Officer and Chief Executive, Dawn Docx, will be retiring in December 2026 and we are looking to replace her with an exceptional candidate with the necessary combination of vision, enthusiasm and resilience. This is a rare opportunity to work in a challenging role which will require strong leadership, political and communication skills and a well-developed appreciation of the wider societal environment. North Wales is highly regarded for the quality of its partnership working and has a high profile in leadership across the public sector. The Chief Fire Officer and Chief Executive is expected to play a full and active part in this work. In addition, the role demands that relationships are formed and developed with those at the highest levels of the Welsh Government. Regular close contact at this level is a key component of the role.

North Wales is one of the most beautiful areas in which to live and work in the whole of the United Kingdom. The North Wales Fire and Rescue Service not only deals with urbanised and industrial areas but also operates in some of the most remote rural locations in Wales. Each presents its own challenges, and we are looking for a candidate who not only appreciates what those challenges are but is able to bring forward innovative and workable solutions to them.

I hope that you find the prospect of being the next Chief Fire Officer and Chief Executive of the North Wales Fire and Rescue Authority to be stimulating and exciting. If you feel that you have the qualities to take on this demanding role then we would love to hear from you.

Councillor Dylan Rees, Chair of the North Wales Fire and Rescue Authority



Who we are

North Wales Fire and Rescue Service's purpose is to Prevent, Protect, and Respond. To do this we employ more than 950 staff in operational and support roles.

We protect approximately 2,400 square miles of North Wales, home to over 700,000 residents and visited by hundreds of thousands annually.

On average, we go to around 2,000 fires and 1,000 non-fire emergencies such as road traffic collisions and flooding events every year. We also attend around 2,000 emergency calls that turn out to be false alarms.

We carry out extensive fire prevention work by visiting people in their homes, attending events, engaging with children and young people, and working with partners to educate and inform local communities. We also maintain an active presence in the media, including on social media.

Another part of our work is in a fire safety enforcement role, so we visit businesses and workplaces to make sure that the people responsible for those premises are keeping their fire safety arrangements up to standard.

North Wales Fire and Rescue Service is a professional and friendly place to work. We offer a supportive culture where we work hard to uphold our core values.

You can read more about our Core Values on the next page.

For more information about the Service please visit the [North Wales Fire and Rescue Service website](http://www.northwalesfire.gov.wales).



Our Core Values

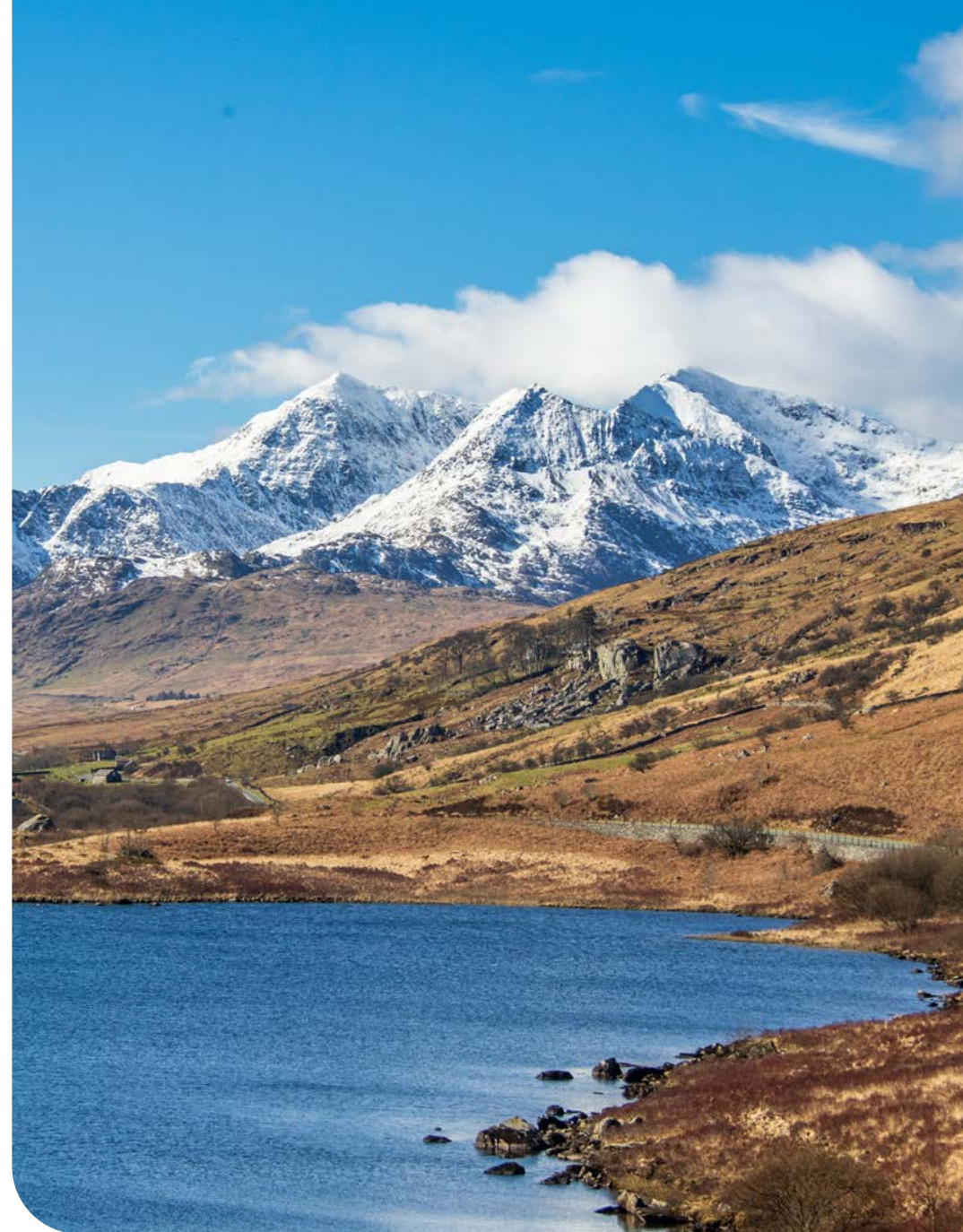


North Wales; A Place To Live, Work And Visit

North Wales is made up of six distinct counties: Conwy, Denbighshire, Flintshire, Gwynedd, Wrexham, and Ynys Môn (pronounced 'un-iss morn', also known as Anglesey). Each offers its own unique blend of heritage, landscape, and lifestyle, whether you're seeking adrenaline-filled adventure, rich cultural experiences, or simply a better quality of life.

Home to a population of over 700,000, North Wales combines vibrant towns with vast rural areas. Population densities vary widely—from 357 people per square kilometre in Flintshire to just 49 in Gwynedd—posing a diverse range of risks and demands on public services. The North Wales Fire and Rescue Service plays a vital role in meeting these challenges, operating from 44 fire stations across the region. These include wholetime stations in Rhyl, Deeside and Wrexham, day-crewed stations in locations such as Colwyn Bay, Llandudno, Bangor and Holyhead, and 36 retained (on-call) stations serving smaller communities. In addition to emergency response, the Service is strongly focused on prevention and home safety work, helping to keep communities safe and resilient.

North Wales is renowned as one of the most beautiful and varied regions in the UK. Its landscape features everything from expansive sandy beaches and dramatic headlands to peaceful valleys, moorlands and the rugged peaks of Eryri (Snowdonia). Tourism is a key economic driver, with activities ranging from high-octane zip lines, mountain biking and white-water rafting to relaxed coastal walks, visits to historical sites and time spent in vibrant market towns. The area is also home to four UNESCO World Heritage castles—Conwy, Caernarfon, Harlech and Beaumaris—as well as Roman forts, Celtic settlements, Tudor manor houses, and the industrial heritage sites of the slate quarries and the Pontcysyllte Aqueduct.



Despite its rural character, North Wales benefits from excellent transport connectivity. The A55 expressway and mainline railway stretch across the region, linking to key commercial centres in Chester, Liverpool and Manchester. Rail routes also provide direct services to London, Birmingham and other major UK cities, while Holyhead Port offers ferry access to Ireland.

The food and drink scene is another major asset, with local produce celebrated through farmers markets, food festivals, and a growing number of award-winning producers. From fresh seafood and local lamb to artisan cheeses, ales, gins and wines, the region supports a thriving hospitality sector. Dining options range from fine restaurants and gastropubs to welcoming cafés and traditional tea rooms.

Language and culture are at the heart of life in North Wales. According to the 2021 Census, approximately 18% of Wales' population speaks Welsh, though the figure is significantly higher in counties such as Gwynedd (76%) and Anglesey (66%). Bilingualism is a valued and supported part of daily life, particularly in public services, where residents have the right to communicate in either Welsh or English. North Wales Fire and Rescue Service actively supports staff in developing their Welsh language skills to better serve communities.

Cultural pride is expressed through events such as the Eisteddfod (pronounced “ace-teth-vod”)—a national festival of Welsh language, music, literature and performance. While the language plays a central role, these events are open and inclusive to all. The International Eisteddfod held each August in Llangollen welcomes performers and visitors from around the world, celebrating both local heritage and global arts.

Public service collaboration is a defining feature of regional life. North Wales Fire and Rescue Service is a key partner in the Regional Leadership Board, which brings together senior representatives from the six county councils, Betsi Cadwaladr University Health Board, North Wales Police and other public sector bodies. This forum promotes joint decision-making, stronger services and better outcomes for the region. Additionally, North Wales has its own Local Resilience Forum, Regional Partnership Board, Economic Ambition Board, Public Sector Equality Network and Safeguarding Board, all of which support collaboration across services while recognising the unique character of each local area.

Whether you're thinking of relocating, exploring career opportunities, or simply planning a visit, North Wales offers a remarkable blend of landscape, lifestyle, culture and community spirit.



The Role

We are delighted to offer an exciting opportunity to join North Wales Fire and Rescue Service as a Chief Fire Officer and Chief Executive on a permanent basis. This is a key leadership position within our Service, and we are seeking exceptional individuals who are passionate about delivering meaningful change, high-performing public services, and strong, values-led leadership.

Following a significant period of change and a recent independent culture review, the Service is on a vital journey of improvement, focused on protecting our communities and prioritising our people. As Chief Fire Officer and Chief Executive you will continue to help shape a new chapter in the Service's future, bringing vision, integrity and drive to a time of renewal and transformation.

You will work closely with the Fire Authority to ensure strategic objectives are translated into outstanding service delivery. With a workforce of approximately 950 operational staff, corporate services and support teams operating across 44 fire stations, your leadership will be instrumental in meeting the needs of a diverse and evolving region.

We are seeking applicants who not only bring a track record of strategic delivery and continuous improvement, but also demonstrate emotional intelligence, political acumen, and the personal resilience to lead in a fast-changing environment. You will be an inclusive leader who can build consensus, drive accountability and inspire a shared sense of purpose.

This post is politically restricted under the Local Government and Housing Act (1989). The successful applicant will be required to undergo a standard Disclosure and Barring Service (DBS) check, police vetting, and security clearance. Strategic command training will be provided for those who do not already hold this experience.

You will also be required to provide strategic cover as part of the Principal Officer rota and be based at our Headquarters in St Asaph. Candidates will need to live in, or provide a base in, North Wales—and we are happy to support relocation where required.

This role is an opportunity to shape the future of a service, influence cultural change, and help make North Wales a safer and stronger place to live, work and visit.



What we can offer you

At North Wales Fire and Rescue Service, we believe that investing in our people is key to delivering the best outcomes for our communities. As part of our team, you'll benefit from:

A Competitive Salary and Benefits Package:

- A competitive salary reflecting the responsibilities of the role. Circa £166,000- £169,000 per annum.
- A provided vehicle
- Access to an employer contributory pension Scheme.
- Generous annual leave entitlement, 35 working days per annum, plus public holidays
- Relocation support if required

The appointment will be made in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities (Gold Book) as amended locally from time to time.

A Commitment to Your Well-being:

- Health, fitness and wellbeing support, including occupational health, colleague support, mental health champions, physical therapies and access to Service gyms
- Flexible working arrangements where operationally possible, helping you balance your work and personal life.
- A range of additional benefits such as cycle to work scheme and access to discounts from hundreds of retailers, leisure and service providers.

An Inclusive and Supportive Workplace:

- A culture that values diversity and actively promotes equality and inclusion.
- Support networks and initiatives to ensure you feel valued and empowered to succeed.

Opportunities to Make a Difference:

- The chance to contribute to a service that plays a vital role in protecting and improving the lives of people in North Wales.
- A role where your leadership will directly shape the future of fire and rescue services, driving innovation and improvement for generations to come.

Living and Working in North Wales:

- The opportunity to work in one of the most beautiful regions in the UK, with stunning coastlines, mountains, and a vibrant cultural heritage.
- A chance to embrace and contribute to Welsh culture, including support for learning and using the Welsh language in the workplace.

By joining us, you'll not only develop professionally but also play a critical role in creating a safer, stronger, and more resilient North Wales.

Hours of Work and Availability

As Chief Fire Officer you will be expected to work such hours as may be necessary for the proper performance of your duties.

In accordance with the 'Strategic' rota, you are required to provide 24 hours strategic cover. The remuneration for the rota cover is consolidated in the salary.

Location

Fire Service Headquarters, Ffordd Salesbury, St Asaph Business Park, St Asaph, Denbighshire, LL17 0JJ or any other of the Service's locations. This job involves travel throughout the Service area, Wales and other locations. The successful applicant must be able to travel.

Selection process overview

If your application is successfully shortlisted, you will be invited to attend the following selection process. Candidates will be required to attend all stages of the process before a decision is made to appoint the successful candidate.

Psychometric Assessment

Shortlisted candidates will be invited to complete a series of psychometric assessments designed to evaluate cognitive ability, leadership behaviours, and personal attributes relevant to senior leadership roles. These assessments help us to build a well-rounded picture of each candidate's suitability for the position and inform the final interview process. Full instructions will be provided, and all assessments will be conducted through a secure online platform.

Media Assessment

As a senior leader, the ability to effectively communicate with the media and public is essential. Candidates will take part in a media assessment simulating a high-profile or sensitive issue. This may include a mock interview or press briefing scenario. The purpose of the assessment is to evaluate your communication style, clarity, and confidence under pressure. Preparation materials will be provided in advance.

Long List Interview (if required)

If a high number of applications are received, shortlisted candidates may be invited to an online interview to assist in reducing the candidate pool before progressing to the next stage of the selection process.

Member Appointments Panel and Presentation

Shortlisted candidates will be required to submit a report on a given topic and to present this report to the Appointments Panel. Candidates will be interviewed by the panel and will deliver a formal presentation on their report. This is a formal presentation and interview and is your opportunity to explain to our Elected Members why you should be selected for the role. Candidates will be provided with the key themes and areas of focus for the interview (30 minutes) in advance to enable them to prepare appropriately.

Reasonable Adjustments

If you would like to request arrangements that will assist you in completing the selection process, it is important to notify us of these in advance. Please email the Head of Human Resources and Business Support Unit at llinos.gutierrez-jones@northwalesfire.gov.wales for support or information.

Following Selection

The successful candidate will be issued with a conditional offer and will undergo pre-employment checks including medical clearance, DBS check, a National Security and Police Vetting check, professional qualification checks and references prior to issue if a formal offer of employment. Feedback will be provided to candidates once the process has concluded.

Job Description

Post Title	Chief Fire Officer and Chief Executive
Responsible to	The North Wales Fire and Rescue Authority

Overall Job Purpose

The Chief Fire Officer and Chief Executive is accountable to the North Wales Fire and Rescue Authority (FRA) for the effective leadership and management of the North Wales Fire and Rescue Service (NWFRS), ensuring that it operates in accordance with the FRA's financial regulations, standing orders and scheme of delegation, as well as all relevant legislation and governance requirements.

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).

Principal Duties and Responsibilities

1. The Chief Fire Officer and Chief Executive, as the head of the Service 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.
2. The Chief Fire Officer and Chief Executive is the professional advisor to the FRA on all FRS and other related matters.
3. 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.
4. 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 other fire and rescue authorities
- Local and national officials of the recognised trade unions

Other

The post of Chief Fire Officer and Chief Executive is politically restricted under the provisions of the Local Government and Housing Act 1989.

Safeguarding is the responsibility of all staff, and everyone is expected to be vigilant and proactive in ensuring the safety and well-being of others.



Person Specification

The Person Specification sets out the skills, knowledge and experience that are necessary to carry out the duties of the post effectively. It will be used in the shortlisting and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all the essential criteria.

Qualifications, Knowledge, Experience & Skills

Essential

The qualities without which a post holder could not be appointed

Educated to degree level

Evidence of relevant continuing professional development and a commitment to ongoing professional development

Excellent oral and written communication skills, with the ability to communicate effectively in English

Fully supportive of the Welsh language and culture, with a formal commitment to achieve Welsh Language Level 3 within 24 months of appointment, where required. The FRA will provide appropriate training and support to facilitate achievement of this qualification.

Desirable

Extra qualities which can be used to choose between candidates who meet all the essential criteria

Successful attendance on the Executive Leadership Programme

Ability to communicate in Welsh

Skills, Abilities and Experience

Essential

The qualities without which a post holder could not be appointed

Proven, recent experience at strategic management level in a local authority fire and rescue service.

A thorough understanding of the framework within which the Welsh public sector functions and an awareness of the challenges that fire and rescue authorities in Wales face

Experience of working at senior level with strategic partners across the public sector

An understanding of the range of issues involved in delivering fire and rescue services in a rural environment

Ability to provide visible leadership to all members of the FRS and to motivate both individually and through teamworking

High levels of personal resilience allied to energy, commitment, confidence and enthusiasm in order to meet the demands of the role

Evidence of operating at strategic level in a multi-agency command or emergency situations

The highest levels of personal integrity

Experience of managing a large and diverse workforce, with clear evidence of a commitment to promoting equality, diversity and inclusion across all aspects of professional and personal life

Experience of success at senior level in delivering the operational requirements of a large, complex organisation against a background of competing demands, financial restraint and rapid change

Experience of financial management at strategic level

Other Relevant Requirements

Essential

The qualities without which a post holder could not be appointed

A current full driving licence.

Welsh Language Skills

Level 3

At North Wales Fire and Rescue Service, we believe that in the conduct of public business in Wales, the English and Welsh languages should be treated on the basis of equality.

We pride ourselves on having taken the issue of 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.

The Welsh language requirement of this post is a level 3 and the required skills are set out below.

Skill Area	Welsh Language Standards Requirements
Speaking / Listening	• Able to understand the gist of conversations in work. • Able to respond to simple job-related requests and requests for factual information. • Able to ask simple questions and understand simple responses. • Able to express opinions in a limited way as long as the topic is familiar. • Able to understand instructions when simple language is used.

Reading/ Writing

- Able to understand factual, routine information and the gist of non-routine information on familiar matters related to own job area e.g. in standard letters, leaflets
- Able to write short work-related informal correspondence, utilising software for checking grammar and spelling.

Reading/ Writing

- Understand our Service commitments in compliance with [Welsh Language Standards](#).
- Work with the Welsh Language Officer to ensure compliance with Standards.

A short Welsh assessment will be undertaken at the start of employment and applicants who don't already speak Welsh to level 3 will have 24 months from appointment to the role to attain this.

We recognise that learning a language takes time and commitment and this requirement is in addition to learning a new role and the successful candidate will be supported to achieve the required level.

Recruitment Timeline

Recruitment Activity	Date
Closing date:	25th September 2026
Candidates will be contacted:	30th September 2026
Assessments: Psychometric and Media	TBC
Online Long List Interview (if required)	2nd October 2026
Internal and External Stakeholders Meeting	15th October 2026
Member Appointments Interview Panel:	16th October 2026
Fire Authority for approval	19th October 2026

How to Apply

1. Applications

Candidates should contact Christine Walker on 07815 660229 or christine@novelushrandrecruitment.co.uk for an application pack. They are required to complete the Fire Authority's standard application form within the pack. Additional sheets can be used regarding details of your work experience. CVs will not be accepted. Please send the completed form to Gareth Owens at Gareth.Legal@flintshire.gov.uk

2. References

The referees who are quoted on your application form must be contactable before final interview. Referees should also be able to comment from first-hand experience on your suitability for this position and have worked with you during the last three years of your employment.

3. Selection Process

The selection process will be as follows:

(a) Your completed application form will be considered by the Chief Officer Governance, Flintshire County Council and the Corporate Manager, People and Organisational Development, Flintshire County Council, who will prepare a short-list of candidates for interview. It is important that your application fully addresses the requirements of the Person Specification as short-listing will be based strictly on the criteria therein.

b) Short-listed candidates will be invited to attend an interview with a panel of 6 members consisting of one elected member from each local authority supported by senior officers. Candidates selected for interview will be asked to undertake a number of assessments and will be required to prepare and deliver a presentation at the start of the interview. Further details will be provided in advance.

(c) Following the interviews, the preferred candidate(s) will be advised that their attendance is required at a meeting of the Fire and Rescue Authority. The purpose of this meeting is to present the preferred candidate(s) with a view to confirming an appointment.

If you wish to discuss any aspect of your application, or have queries which are not addressed by the information on this site, please contact the Chief Fire Officer and Chief Executive, **Dawn Docx via (01745) 535 250 or Christine Walker, Recruitment Consultant for Novelus on 07815 660229**

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 can not 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.

5. 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.
6. 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.

7. Ensure your Application Form is returned by noon of the closing date – late applications cannot be considered.

Further information

We are an equal opportunity employer and welcome applications from all sections of the community. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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. Applications submitted in Welsh will be treated no less favourably than an application submitted in English.

Prior to any formal offers being made successful applicants will be required to undertake a Drug and Alcohol Test.



Gwasanaeth Tân ac Achub
Fire and Rescue Service