



Essex County
Fire & Rescue Service

Assistant Director of Culture, Inclusion and Wellbeing

Recruitment information pack



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About us

We are a county of real contrasts, made up of people who have differing needs. Our headquarters is just off the A12 in Kelvedon, where we also have a mobilising control centre. We provide prevention, protection, and emergency response services from 50 fire stations and an Urban Search and Rescue facility.



Essex is home to two airports, Stansted and Southend, as well as Harwich seaport, Lakeside shopping centre, Coryton oil refinery, power stations, docks at Tilbury and, along the Thames, seven underground stations and parts of the M25 and M11 motorways. We are one of the largest fire and rescue services in the country, serving 1.8 million residents.

Our Service is governed by Essex Police, Fire and Crime Commissioner Fire and Rescue Authority (EPFCCFRA). The Police, Fire and Crime Commissioner is elected by the public to hold our Chief Fire Officer to account, effectively making the fire and rescue service answerable to the communities they serve. They work in partnership across a range of agencies at local and national level to ensure there is a unified approach to preventing and reducing crime.



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The advert

Assistant Director of Culture, Inclusion and Wellbeing

Essex County Fire and Rescue Service is recruiting for a new part time role to lead our journey in continuing to create a positive working environment committed to equality and diversity.

As the Assistant Director of Culture, Inclusion and Wellbeing, our People Strategy will be your guiding document. The strategy is broken down into strategic pillars, which are our organisation's key areas of focus and priorities.

You will lead the three pillars of the strategy that relate to Culture, Inclusion and Wellbeing. You will be responsible for the ongoing development of a fair, kind and inclusive workplace, a culture which is positive and kind but also focussed on service delivery and accountability and which values health and wellbeing.

This will see you become the driving force behind our Service commitment to promoting a positive and kind culture, embedding strong positive values throughout every level of the organisation. Just as importantly, you'll be able to support the workforce and wider communities in their understanding of the 'why' behind your focus and efforts.

This is a permanent part-time position, 22.5 hours per week, with options for both office (including our HQ and fire stations) and remote work.

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The right person

You will be driven by a belief that a culture which is positive and kind but also focussed on service delivery and accountability can make a difference not only to our people but to the services we provide to our communities. Your experience of planning, implementing and delivering change will shine through in your application. We know that continuous improvement happens through high performing teams - the successful candidate will have lots of examples of how they have done this.

Strategic thinking will be second nature to you; you'll be able to use the People Strategy to make sure we have the right people with the right skills at the right time to reach and serve the diverse communities of Essex. You will be able to build strong relationships across a wide range of partners; working together to make a real difference across Essex.

You will have an understanding of the social, economic and political environment of the Fire and Rescue Service together with a track record of encouraging and developing innovative solutions to complex issues.

This role is designed to be flexible; we are open to talking about a working pattern which suits you and the Service.



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The advert (continued)

Essex County Fire and Rescue Service recently became the first fire and rescue service in the country to achieve a Silver Accreditation from the Inclusive Employers Standard (IES), recognising the Service's commitment to diversity, equity, and inclusion (DEI) in the workplace. As the Assistant Director of Culture, Inclusion and Wellbeing you will lead the continuation of this journey in making a diverse and inclusive workplace.

You'll use best practice to create a framework that aligns with our Service's mission and values, making sure everyone feels respected and valued. This will support the Fair, kind, and inclusive workplace pillar of the People Strategy.

Reporting to the Director of People Services, you'll lead the development of multiple pillars of the new People Strategy for 2024 -2029.

You'll also work on the delivery of an efficient and high-quality health and wellbeing service, allowing our Service to meet its commitments in the Wellbeing, safety, and health pillar of the People Strategy.

If you're ready to make a difference and be part of something meaningful to an organisation, the people within it and the communities it serves this is the role for you.

You can read our current People Strategy here (<https://www.essex-fire.gov.uk/sites/default/files/2024-04/People-Strategy-2020-24.pdf>)

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Main duties and responsibilities

The areas you will focus on: Culture, wellbeing, safety, health, cross-cutting, fair, kind and inclusiveness

- To play a leading role in the implementation of the ECFRS People Strategy.
- Work with the Director of People Services to lead the development pillars of the new People Strategy for 2024 -2029.
- Continue developing and using the service's Culture Dashboard. Work closely with the National Fire Chiefs Council and other FRSs to identify best practice.
- Work closely with the Assistant Director of Human Resources to make sure teams are aligned and delivering services which lead to productivity and efficiency gains
- Lead and work with the Occupational Health and Wellbeing and Fitness departments to maximise cost efficiency and quality of service
- Manage contracts for the provision of Consultant Occupational Health Physician time, physiotherapy, and counselling and therapy services.

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Main duties and responsibilities (continued)

- Take responsibility for implementation of governance, monitoring, performance measurement and reporting arrangements to facilitate the effective scrutiny of progress against strategic equality objectives. Provide progress reports to OPFCC and Service Leadership Team.
- Work with Finance colleagues to monitor spending against budgets. Prepare submissions for additional investment when required.
- Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.

Our mission

Our mission is to make Essex a safe place to live, work and travel.

Our values

We are open, honest and trustworthy

We are courageous in everything we do

We work as one team

We are always professional

We value the contribution of all



Essex County
Fire & Rescue Service

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The details and benefits

Job title: Assistant Director of Culture, Inclusion and Wellbeing

Responsible to: Director of People Services

Responsible for: Occupational Health Lead, Fitness Lead, Inclusion and Diversity Business Partner

Location: Rivenhall, Witham, Essex, CM8 3HB

Employment basis: Part time, permanent

Salary: £72,391-£78,930 per annum, pro rata

Hours: 22.5 hours per week – hybrid offered

Here at Essex County Fire and Rescue Service we are committed to prioritising and promoting the wellbeing of our employees. Some of our benefits include:

- Remote and flexible working opportunities
- Pension scheme with employer contributions above national average
- Health, wellbeing and counselling services
- Career development opportunities
- Enhanced parental leave and pay
- Employee Support Networks
- Free car parking at all sites
- High-street discounts through the Blue Light Card scheme

Find out more about our benefits by searching 'Essex Fire benefits'.



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Eligibility

To be eligible for this role, you must be able to evidence:

- A qualification in either HR, Culture or Change delivery (or have at least 5 years equivalent relevant professional experience).
- Significant experience of working successfully in a leadership role within a large, complex organisation.
- Experience of developing culture.
- Experience of planning and implementing organisational change.
- Experience of successful management of high performing teams.
- Experience of managing and controlling budgets, resources and funding, including managing third party suppliers.
- An understanding of the social, economic and political environment of the Fire and Rescue Service and working with Trade Unions or Staff Groups.
- High level verbal and written communication skills and the ability to present complex issues clearly and simply in writing and orally.
- Excellent interpersonal skills, able to influence and persuade with the ability to challenge in a conciliatory and constructive way.
- Excellent analytical skills with an aptitude for developing innovative solutions to complex issues.
- Excellent management skills, including the ability to articulate the vision for the department, and effectively manage team and individual performance.

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Assessment process

Stage 1 - Application

Please complete your application by Monday 29th April, 11pm. You should attach a supporting statement of no more than 1000 words that demonstrates how you meet the essential criteria of the person specification, along with an up-to-date CV. You may submit this either as a word document, PDF, PowerPoint, mp3 (voice note) or mp4 (video).

Once we receive your application, we'll arrange a short telephone conversation to discuss eligibility and your career history.

Internal candidates

All internal candidates will be expected to have discussed their application with their line manager prior to applying. Line managers of all internal applicants will be contacted to verify their support of the application during shortlisting.



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Assessment process (continued)

Stage 2 - Assessment Centre

All shortlisted candidates will undertake a psychometric assessment and will be invited to attend an Assessment and Development Centre (ADC). This will take place at Service HQ on the 15 May 2024, with activities to be assessed against the NFCC Leadership Framework (Leading the Service), the Core Code of Ethics, and ECFRS' values.

You can see the NFCC Leadership Framework here:

[NFCC Leadership Framework](#)

And guidance around the Code of Ethics here:

[Core Code of Ethics England Guidance](#)

The assessment will include a presentation, panel interview, inclusion panel, engagement with our teams and a written assessment.

If you need any extra support or adjustments at any stage of the process:

- Notify us confidentially by completing our form: essex-fire.gov.uk/recruitment-support
- Email to recruitment@essex-fire.gov.uk



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Equal opportunities

We're an equal opportunities, Disability Confident, employer who welcomes applications from everyone and values diversity in our workplace. Promoting diversity and developing a work environment where all staff are treated with dignity and respect is central to our recruitment process and all applications will be considered solely on merit.

As a candidate you are welcome to request support from our employee network forums, including:

- Asian Fire Services Association (AFSA)
- BEING (our LGBTQ+ employee support network)
- Christian Fellowship
- Ethnic Minority Forum
- Men's Forum
- Women's Forum
- Female firefighter operational group



Our Service also has a Digital Accessibility Inclusion Group (DAIG) that supports all colleagues to improve their digital skills and provides additional support and guidance to colleagues with neurodivergent strengths and struggles as a result of dyslexia, ADHD, Autism, dyspraxia etc.

The DAIG is a group of colleagues from across the Service that unite to support others as a result of their lived experience and desire to make a difference. They support people with a range of visible and invisible disabilities to identify and access digital workplace adjustments and solutions and may be able to assist with your application too.

If you want to discuss support, or access further information, from one of our groups, please contact equalitydiversity@essex-fire.gov.uk
You can raise any queries or requests for support, including any adjustments you may require, at any stage of the process by emailing recruitment@essex-fire.gov.uk

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Any other questions?

If you'd like an informal discussion with Colette Black, Director of People Services, about this opportunity, please contact: recruitment@essex-fire.gov.uk

For all general queries, please contact recruitment@essex-fire.gov.uk

Find out more about our Service at essex-fire.gov.uk

