



Humberside Fire and Rescue Service

Executive Director of Finance & Section 151 Officer

RECRUITMENT PACK



HUMBERSIDE
Fire & Rescue Service



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1.

Foreword



A message from our Chief Fire Officer Phil Shillito

Thank you for considering the role of Executive Director of Finance and section 151 Officer for Humberside Fire and Rescue Service. This is an exciting and varied role that is integrated with the Office of the Police and Crime Commissioner for Humberside, where you will also perform the role of Chief Finance Officer and section 151 Officer for the Police and Crime Commissioner for Humberside. This role is essential to

the organisation as we deliver our Strategic Priorities and look to continue to manage our resources effectively to keep communities in the Humber area safe, keep our firefighters safe and contribute to the emergency response capabilities of the United Kingdom.

This is an exciting and challenging role which offers an opportunity to influence, shape and secure the future of the Service. I hope we can engage your interest and provide more information as we go through the process to help you decide if this role with Humberside Fire and Rescue Service is right for you.

The Executive Director of Finance/S151 Officer is a role in the Strategic Leadership Team and you will be a core member of that team. You will support both myself and the Deputy Chief Fire Officer in the efficient and effective management of Humberside Fire and Rescue Service by providing strategic leadership and direction.

We are fortunate to live and work in an area which has something for everyone - whether that be the vibrancy of city life, peaceful countryside or stunning coastlines, our region has it all! With good schools and low house prices, we really believe our area is something of a hidden gem. We are committed to being an inclusive employer with a diverse workforce, whilst making a real and valuable difference to the safety of everyone who lives, works, travels or visits our area.

This role offers a fantastic opportunity for you to influence and inform how we deliver those services whilst developing your own skills and experiences. Details of the role and an application form are included in this pack. I look forward to receiving your application and can promise a rewarding job in a positive, energetic, and progressive organisation.

Phil Shillito
Chief Fire Officer

2. The advert

Executive Director of Finance and Section 151 Officer

Contract Type: Permanent Contract

Three days per week with Humberside Fire Authority and two days per week with the Office of Police and Crime Commissioner (OPCC) for Humberside

Job Function: Strategic Leadership Team

Closing Date: Monday 28 August 2023 at 23:59

Salary: £119,376

An exciting opportunity has arisen to join Humberside Fire and Rescue Service, an innovative, high performing organisation which has ambitious plans for the service it provides to the communities of Hull, East Riding of Yorkshire, North-East Lincolnshire and North Lincolnshire. The Fire and Rescue Authority are seeking to appoint an ambitious, innovative and forward-thinking individual, with a proven track record at senior strategic level, to the position of Executive Director of Finance and section 151 Officer.

The successful applicant will form part of the Authority's executive team and the Police and Crime Commissioner's leadership team, supporting the Chief Fire Officer and Chief Executive/Police and Crime Commissioner, providing strategic leadership, influencing the vision and direction of both organisations.

Benefits package:

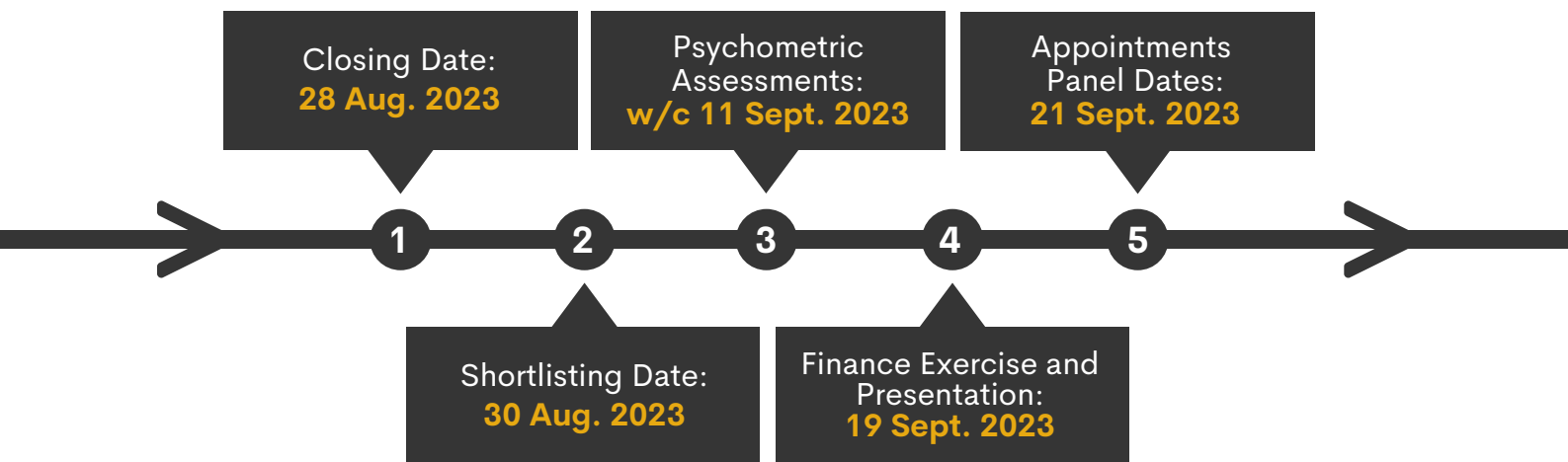
- Attractive salary
- Relocation Assistance Package
- Access to an Employee Assistance Programme
- Sports and Welfare Association with free use of gym

We are seeking a values driven individual who is confident in a corporate environment, has a supportive and inclusive leadership style and a high level of emotional intelligence. You will have extensive experience of providing professional financial strategic direction, hold a recognised accountancy qualification and be a current member of a relevant body. You will possess excellent communication skills with the ability to build and maintain strong working relationships with a range of stakeholders. The ideal candidate will also be credible, driven and self-motivated with excellent political acumen and an ability to drive forward continuous improvement.

Appointment is subject to satisfactory pre-employment checks which includes completion of the Non-Police Personal Vetting (NPPV) Level 3 clearance and Security Clearance (SC) vetting and references. Please note this appointment is politically restricted.

3. Recruitment timetable process

Timetable:



Appointment is subject to satisfactory pre-employment checks which includes completion of the Non-Police Personal Vetting (NPPV) Level 3 clearance and Security Clearance (SC) vetting and references. Please note this appointment is politically restricted.

For an informal discussion about the role please contact Maxine Sleight, PA to Chief Fire Officer, Phil Shillito, on 01482 567509.

Humberside Fire and Rescue Service is an equal opportunities employer. We value diversity and welcome applications from candidates from all backgrounds. We particularly welcome applications from sections of the community that are currently under-represented within Humberside Fire and Rescue Service, including women, ethnic minorities and applicants with disabilities.

Applications

Applications will be via the submission of an application form, outlining suitability for the role against the criteria set out in the person specification. We recommend that you read all sections of this recruitment pack and familiarise yourself with the Community Risk Management Plan, 2021-2024. Completed applications should be returned to the HR team by emailing: hr@humbersidefire.gov.uk by 23:59 on 28 August 2023.

4. Role Outline and Person Specification

Job title

Executive Director of Finance and Section 151 Officer

Job purpose and summary

The Executive Director of Finance is responsible to the Chief Fire Officer (along with other Members of the Executive Team) and Chief Executive of the Police and Crime Commissioner for providing strategic leadership and direction to achieve the objectives of Humberside Fire and Rescue Service. To be the finance lead in the Executive Board for Humberside Fire and Rescue Service and the Leadership Team for the Office of the Police and Crime Commissioner and perform the role of Section 151 Officer for Humberside Fire Authority and for the Police and Crime Commissioner for Humberside.

Salary

The Executive Director/S151 Officer's salary is determined by Humberside Fire Authority as 70% of the Chief Fire Officer/Chief Executive's salary and is currently £119,376

Reports to

- Chief Fire Officer and Police Crime Commissioner

Job location

- Three days per week at Humberside Fire Headquarters based in Hull
- Two days per week at Police and Crime Commissioner for Humberside based in Cottingham.
- Although the post is based at two organisations, agile working opportunities are available.

Key accountabilities

- Provide effective leadership to the finance function, including the development and support of staff, with clear section and individual objectives, priorities and performance standards.

- The Section 151 Officer is the financial advisor to the Fire Authority and the Police and Crime Commissioner and has a statutory responsibility to carry out functions under section 151 of the Local Government Act 1972, and Section 114 of the Local Government Finance Act 1988, ensuring that the financial affairs of the Fire Authority and the Police and Crime Commissioner are properly administered having regard to their probity, legality and appropriate standards.
- Lead the effective delivery of annual accounts, medium-term resource planning, the development of medium-term capital programmes, annual budgeting, budget monitoring and forecasting, payments, income recovery, payroll and pensions.
- The development of an efficient and effective procurement function and ensuring compliance with relevant regulations and legislation.
- Leading on finance's input to published Efficiency and Productivity Plans.
- Work closely with executive colleagues of the HFRS Strategic Leadership Team, the OPCC Leadership Team and the Chief Constable's Head of Finance/Section 151 Officer to support the strategic priorities of these organisations.
- Make the necessary arrangements for maintaining effective external and internal audit relationships in accordance with statutory requirements and best practice.
- The effective identification and mitigation of key financial risks facing the Fire Authority and the PCC including the provision of effective insurance arrangements.
- Report to the Fire Authority and the PCC and the external auditor any unlawful, or potentially unlawful expenditure and when it appears that expenditure is likely to exceed the resources available to meet that expenditure.
- Advise the Fire Authority and the PCC on the robustness of the budget in relation to the fire and rescue service/police force and adequacy of financial reserves.
- Determine the accounting records and control systems for Fire Authority and the Police and Crime Commissioner and lead on the ongoing review and development of the Code of Corporate Governance.
- Develop relationships with internal and external stakeholders such as: Fire Authority members; Police and Crime Panel members; members of the Joint Independent Audit Committee (JIAC/Police) and Governance, Audit and Scrutiny Committee (GAS/Fire); Pension Board members; Police Accountability Board; His Majesty's Inspectorate of Constabulary and Fire and Rescue Services (HMICFRS); other Fire and Rescue Services; the Monitoring Officer; Home Office; Department for Levelling Up, Housing and Communities (DLUHC); National Fire Chiefs' Council (NFCC); Police and Crime Commissioners' Treasurers Society (PACCTs); Treasury Management Advisors; Finance system providers; Hull City Council (day-to-day treasury management); East Riding of Yorkshire Council (payroll and Local Government Pension Scheme); West Yorkshire Pensions Authority (Firefighter Pensions administration); tax advisors; funding formula advisors.

- Advice, modelling and consultation on the proposed annual precept for the Fire Authority and the Police and Crime Commissioner liaising with four Billing Authorities in the process.
- Scheme Manager for the Firefighters' Pension Scheme administration for Humberside Fire Authority.
- Setting the annual Treasury Management Strategy and Prudential Indicators for the Fire Authority and the Police and Crime Commissioner in line with the CIPFA Code of Practice including counterparty selection for investments and decisions on the requirement for and the timing of long-term borrowing.

Essential criteria

Experience	Assessed by
• Senior financial leadership experience in a large complex environment	A&SP
• Demonstrable experience as a Section 151 Officer or Deputy Section 151 Officer	A&SP
• Comprehensive experience of leading and delivering the full range of financial and management accountancy services in a public sector organisation	A&SP
• A track record of building positive relationships and providing advice and support to Elected Members/the PCC on financial issues (desirable)	A&SP
• An understanding of the social, economic and political environment of the Police and/or Fire Service.	A&SP
• A demonstrable track record of developing financial plans and forecasts to monitor income and expenditure	A&SP
• A proven track record in service development and achieving improvements in standards and performance while reducing costs	A&SP
• Experience of the successful leadership and development of finance team members	A&SP
• Experience in the development and successful implementation of collaborative working approaches (desirable)	A&SP
Qualifications	Assessed by
• Accountancy qualification from a designated CCAB body, or CIMA, and current member of one of the designated accountancy bodies with significant post qualification experience.	A
• Educated to degree level (desirable)	A
• Evidence of continuous professional development	A

Essential criteria

Skills and Knowledge	Assessed by
<ul style="list-style-type: none"> An ability to plan, direct and evaluate performance in all areas of business activity 	A&SP
<ul style="list-style-type: none"> Possession of a thorough understanding of the political and economic context of the fire and rescue service and/or Police in terms of government, governance, stakeholders and the community (desirable) 	A&SP
<ul style="list-style-type: none"> Motivational, emotionally intelligent with a supportive and inclusive leadership style 	A&SP
<ul style="list-style-type: none"> A demonstrable track record of being an influential leader that can work collaboratively with key stakeholders to translate financial requirements across the organisation 	A&SP
<ul style="list-style-type: none"> Highly driven, credible and self-motivated, with resilience and tenacity 	A&SP
<ul style="list-style-type: none"> An effective and balanced decision maker who leads by example, using innovative thinking to achieve the best outcomes 	A&SP
<ul style="list-style-type: none"> Highly effective communication and interpersonal skills 	A&SP
<ul style="list-style-type: none"> Able to demonstrate a leadership and management style which is innovative and forward thinking 	A&SP
<ul style="list-style-type: none"> To be self-assured, confident, assertive and approachable 	A&SP
<ul style="list-style-type: none"> Appreciation of, and a track record in, embracing equality, diversity and inclusion 	A&SP
Work Related Circumstances	Assessed by
<ul style="list-style-type: none"> An ability to work effectively across organisational boundaries 	A
<ul style="list-style-type: none"> An ability to work effectively and flexibly in working hours, to meet the needs of the two organisations 	A
<ul style="list-style-type: none"> An ability to work outside normal hours on occasions 	A
<ul style="list-style-type: none"> A current, full, UK driving licence 	A

Key:

A = Application form

SP= Selection Process

5. About us

Founded in 1974, Humberside Fire and Rescue Service serves the communities of East Riding of Yorkshire, Hull, North East Lincolnshire and North Lincolnshire. With a population of almost one million people, spread over more than 1,360 square miles, our area comprises of isolated rural settlements and farms, market towns and larger urban areas such as Hull, Scunthorpe and Grimsby.

We serve the Port of Grimsby and Immingham, located on the south bank of the Humber Estuary. The combined Port of Grimsby and Immingham handles 12% of all the UK's cargo; it is the busiest port by tonnage in the whole of the UK and the fifth largest trading estuary in Europe.

The River Humber is one of the major deep water estuaries in the UK. The deep water channel is 22 miles (35kms) long from the open sea at Spurn Point to Hull. The Humber starts at the juncture of the River Ouse and the River Trent and increases in width until, at its mouth, it is approximately 8 miles (13kms) wide between North Lincolnshire and East Yorkshire. The Humber has many canals and tributaries (including the rivers Hull, Ancholme, Derwent, Ouse and Trent).



The Yorkshire Wolds, a broad crescent of rolling chalk hills and valleys, arcs from the coast at Flamborough, towards Malton and then south to the Humber Bridge. The ancient market town of Beverley lies on the lower ground.

Businesses thrive in our area owing to the strategic coastal location and global connectivity. Business sectors include:

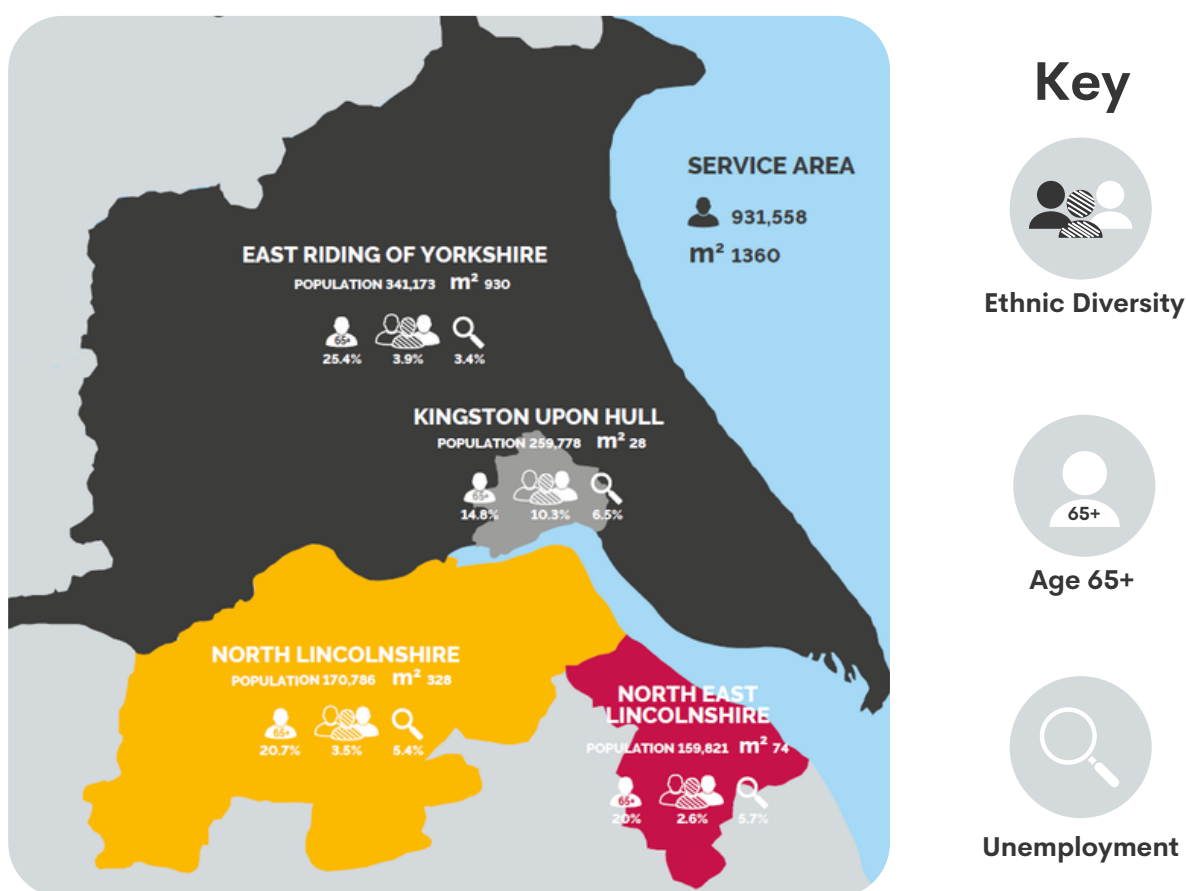
- Chemical
- Agriculture
- Food Manufacturing / Processing
- Ports and Logistics
- Energy & Renewables
- Advanced Manufacturing
- Visitor Economy and Tourism

Hull University is home to approximately 16,000 students, drawing students from all over the world.

Our region attracts around 19m visitors every year.

a. Service area

The area has a total population of 931,558 people and covers a geographical area of 1360 square miles. Each of the four Unitary Authorities is very different, and this makes the Service area very diverse, consisting of urban, rural and coastal communities providing many different challenges to HFRS.



The least deprived ward in Humberside is South Hunsley in the East Riding of Yorkshire.

Deprivation in North East Lincolnshire has worsened over the last 8 years.

North Lincolnshire is the only area not to have any wards in the 20% most deprived in Humberside.

Hull is number 3 in England for the number of neighbourhood areas that are in the most deprived 10% nationally. The most deprived ward in Humberside is Orchard Park and Greenwood in Hull.

[For more information about the way we resource risk in the area click here for our CRMP.](#)

b. Living and working in the Humberside area

Humberside, is a former administrative county in eastern England, bordering the River Humber estuary and the North Sea. The area comprises parts of the historic counties of Yorkshire and Lincolnshire to the north and south of the Humber, respectively.

The area north of the Humber, sometimes known as North Humberside, forms the geographic county of East Riding of Yorkshire, which is divided administratively into the unitary authorities of East Riding of Yorkshire and Kingston upon Hull. Kingston upon Hull is the region's largest city and commercial centre. South Humberside, on the south side of the estuary, is part of the geographic county of Lincolnshire and is divided administratively into the unitary authorities of North Lincolnshire and North East Lincolnshire.

The websites below give a good idea of what each of the respective unitary areas have to offer:




[The 'EastYorkshh!re' campaign provides some useful information on living, socialising and working in the area. Click here to access.](#)

6.

Background reading



 **HFRS Ethical Principles and Behaviours**




 **HFRS Equality and Inclusion Priorities 2021-2024**



 **HFRS Strategic Plan 2021 - 2024**




 **HFRS CRMP 2021 - 2024**



 **Police and Crime Plan 2021 - 2025**



 **PCC Annual Report 2021 - 2022**