



HUMBERSIDE
Fire & Rescue Service

Humberside Fire and Rescue Service

Assistant Chief Fire Officer

RECRUITMENT PACK



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Fire Officer, Phil Shillito

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1. Foreword



A message from our Chief Fire Officer, Phil Shillito

Thank you for considering the role of Assistant Chief Fire Officer for Humberside Fire and Rescue Service.

This role is essential to the organisation as we follow our 2025-2028 Strategic Plan 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 being a Assistant Chief Fire Officer with Humberside Fire and Rescue Service is right for you.

The post of Assistant Chief Fire Officer is available as a result of a recent internal promotion. You will support 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

Assistant Chief Fire Officer

Contract Type: Permanent Contract

Job Function: Strategic Leadership Team

Closing Date: Midnight on Friday 26 June 2026

Based at Fire Service Headquarters in Hull

Salary: £158,939.00

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. Following a recent promotion, the Fire Authority is seeking a suitably qualified and experienced executive to assist the Chief Fire Officer in leading Humberside Fire and Rescue Service into the future. The successful applicant will form part of the Authority's executive team, supporting the Chief Fire Officer in providing strategic leadership, influencing the vision and direction of the Service.

Benefits package:

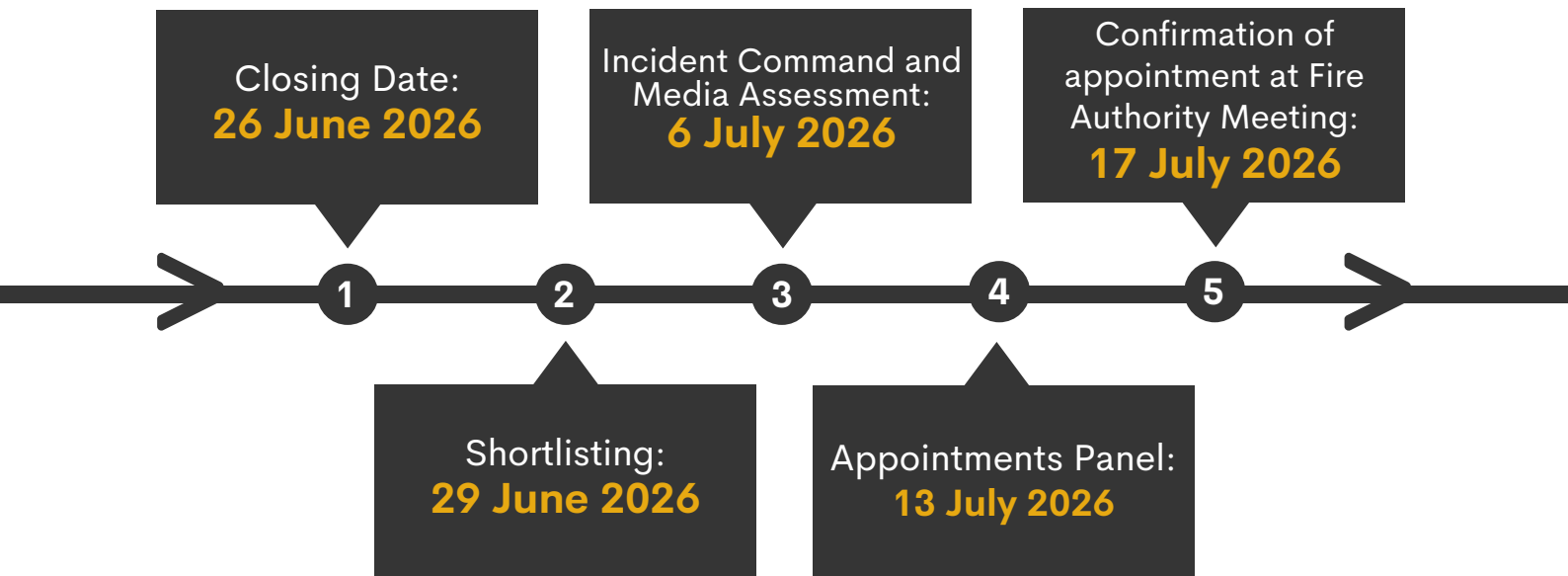
- Attractive salary and pension benefits
- Access to a pool car to provide continuous duty
- Free car parking
- Relocation Assistance Package
- Access to an Employee Assistance Programme
- Access to Health Care plan
- Sports and Welfare Association with free use of gym

We are seeking an individual who has significant experience in a corporate environment, has a supportive and inclusive leadership style and a high level of emotional intelligence. You must be a driven, self-motivated and credible individual. You will possess excellent communication skills with the ability to build and maintain strong working relationships with a range of stakeholders and partners. The ideal candidate will also have excellent political acumen, be able to execute substantial programmes of change and drive forward continuous improvement within the Service.

You will have extensive experience at a strategic level, have a relevant degree or be currently working towards this (undergraduate or postgraduate) or have an equivalent professional qualification appropriate to the post. You will have completed a MAGIC course and the Fire Service Executive Leadership Programme (or equivalent) and be working at Fire Service Incident Command Level 4. As part of the Strategic Officer Gold rota, you will need to maintain a permanent base within the Humberside Fire and Rescue Service area.

3. Recruitment timetable process

Timetable:



Appointments Panel Date (to include Humberside Fire Authority Appointments Panel Presentation and Interview, and Partner Panel Interview).

Appointment is subject to satisfactory pre-employment checks which includes completion of the Non-Police Personal Vetting (NPPV) Level 2 Clearance and Security Clearance (SC) vetting, references and medical including a fitness test.

For an informal discussion about the role please contact designate Chief Fire Officer, Niall McKiniry on 01482 567509 (PA to CFO).

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 underrepresented at Humberside Fire and Rescue Service, including women, ethnic minorities and applicants with disabilities.

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 CRMP, Strategic Plan and the 25 Year Vision document. Completed applications should be returned to the HR team by emailing: hr@humbersidefire.gov.uk by 23:59 on 26 June 2026.

4. Role description and person specification

Job title

Assistant Chief Fire Officer

Job purpose and summary

The Assistant Chief Fire Officer is responsible to the Chief Fire Officer (along with other Members of the Executive Team) for providing strategic leadership and direction to achieve the objectives of Humberside Fire and Rescue Service. The Assistant Chief Fire Officer will support the Chief Fire Officer and Deputy Chief Fire Officer in the efficient and effective management of Humberside Fire and Rescue Service by providing strategic leadership and direction. They will also advise Authority Members on key business decisions. Specific responsibilities (subject to review) include development and delivery of the Strategic Plan.

Salary

The ACFO's salary is determined by Humberside Fire Authority as 80% of the CFO's salary and is currently £158,939.00.

Reports to

- Chief Fire Officer

Job location

Service Headquarters, Summergroves Way, Kingston Upon Hull, HU4 7BB.

Key accountabilities

- To be responsible for the day-to-day delivery of the relevant areas of the Service.
- To attend and take command at operational incidents at Strategic level.
- To provide vision, direction and leadership to ensure staff are motivated to achieve the Service objectives.
- Working as a member of the Executive team to support the Chief Fire Officer towards the achievement of Service standards and objectives.

- To ensure the effective management of the Service through development and compliance of Corporate Governance.
- To design, implement and regularly review strategies across the Service.
- To drive forward continuous improvement within the Service.
- To advise the Authority, its Members and Executive Management Team on matters associated with the responsibilities of the post
- To have joint responsibility with other Executive Directors for liaison with the Authority in relation to the Service's functions, including resource and planning issues.
- To work with colleagues to ensure the production and delivery of a strategic plan that is achievable in terms of cost, time and resources and which is focused on delivering Service objectives.
- To be responsible for the overall development and progression of staff, ensuring that their skills are maintained to support the achievement of Directorate objectives
- To represent the Service on working groups and projects as necessary.
- To attend National, Regional and Local forums to influence the decisions of external stakeholders in order to protect the Service's interests
- To practice and promote the Service's Equality, Diversity and Inclusion and Health and Safety Policies and to conduct oneself in a manner that is always consistent with the Service's Ethical Principles and Behaviours.
- Carry out such other duties within the Service as from time to time may be required and which are commensurate with the grading of this post

Essential criteria

Experience	Assessed by
• Extensive experience at Area Manager level across a range of fire service functions	A&SP
• Proven experience of managing change and conflicting priorities in a highly unionised environment	A&SP
• A track record of building positive relationships and providing advice and support to Elected Members on a range of operational and strategic issues	A&SP
• Ability to provide cover on the Duty Principal Officer Command rota	A
• Evidence of commanding operational incidents, silver command operations and involvement in or training towards Gold command operations	A&IC

Key: **A** = Application form **SP**= Selection Process **IC**= Incident Command Assessment

Education/Training/ Qualifications	Assessed by
<ul style="list-style-type: none"> Relevant undergraduate or postgraduate qualification or evidence of commensurate experience 	A
<ul style="list-style-type: none"> Evidence of continuous professional development 	A
<ul style="list-style-type: none"> Level 3 IC qualification (essential), Level 4 IC qualification (desirable). 	A
<ul style="list-style-type: none"> Successful completion of MAGIC 	A
<ul style="list-style-type: none"> Completed FRS Executive Leadership Programme (ELP) or currently undertaking the ELP, or have completed/be undertaking an equivalent post graduate level leadership programme, or relevant experience commensurate with the role 	A
Knowledge and Skills	Assessed by
<ul style="list-style-type: none"> An ability to plan, direct and evaluate performance in all areas of business activity 	SP
<ul style="list-style-type: none"> Possession of a thorough understanding of the political and economic context of the fire and rescue service in terms of government, governance, stakeholders and the community 	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"> Ability to engage effectively with a range of internal and external stakeholders at all levels 	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 	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"> Reside or be willing to relocate to the Humberside region to provide on call cover 	A
<ul style="list-style-type: none"> Ability to be flexible in working hours, meeting the requirements of the continuous duty system 	A
<ul style="list-style-type: none"> A current, full, UK driving licence with the skills and aptitude for blue light response driving 	A

Key: **A** = Application form **SP**= Selection Process **IC**= Incident Command Assessment

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 14% of all the UK's cargo; it is the busiest port by tonnage in the whole of the UK and the 5th 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 15,000 students, drawing students from all over the world.

Our region attracts around 19m visitors every year.

a. Service area

The area has a population of more than 900,000 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 the Service.



Discover how we're keeping our community safe. Watch our Community Risk Management Plan video, click below to start.



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

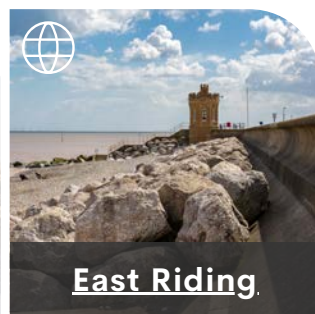
b. Living and working in the Humberside area

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.

North of the Humber estuary lies the historic East Riding of Yorkshire, a landscape of rolling countryside and coastal beauty. Today, this area is governed by two unitary authorities: East Riding of Yorkshire and Kingston upon Hull. Hull, as it is often known by, is the region's vibrant heart, known for its rich maritime heritage and role as the main commercial centre.


Across the water, on the southern shore, is South Humberside, part of the historic county of Lincolnshire. This area is divided into North Lincolnshire and North East Lincolnshire, home to bustling towns and ports that have long been gateways to trade and industry.

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



6. Background reading



 **Our Ethical Principles and Behaviours**

 **Our Equality and Inclusion Priorities 2025-2029**

Our Strategic Plan 2025 - 2028
Proud to serve our community



Deliver a Service that puts our communities first	Enable a positive and inclusive workplace culture	Ensure an effective & efficient Service	Enhance Continuous Service Improvement
<p>1.1 Deliver a Service that works with other agencies to help reduce injuries and road levels</p> <p>1.2 Deliver intelligence-led activities to prevent fires and other emergencies</p> <p>1.3 Deliver regulated activities to protect the public from fires and other risks, using enforcement actions when needed</p> <p>1.4 Deliver a control room with the highest standards of communication, organisation, and empathy, providing critical support to our communities in times of need</p> <p>1.5 Deliver exceptional emergency response and availability standards, helping our communities during their most urgent times of need</p>	<p>2.1 Enable and nurture a positive, inclusive workplace culture guided by our Core Code of Ethics</p> <p>2.2 Enable the ongoing progress towards building a Service that reflects the diversity of the communities we serve</p> <p>2.3 Enable the health, safety, and wellbeing of our staff at all times</p> <p>2.4 Enable the recruitment and retention of a highly trained, skilled and diverse workforce</p> <p>2.5 Enable a workplace environment where equality, diversity, and inclusion thrive, empowering staff to collaborate, be heard, and help shape the Service</p>	<p>3.1 Ensure a value for money service for our communities</p> <p>3.2 Ensure effective and transparent governance arrangements open to scrutiny and accountability</p> <p>3.3 Ensure operational practices that minimise our environmental impact and support the sustainability of the Service</p> <p>3.4 Ensure resources are effectively managed</p> <p>3.5 Ensure productivity and efficiency practices inform Service activities</p>	<p>4.1 Enhance a culture of continued learning and improvement</p> <p>4.2 Enhance communications and change management</p> <p>4.3 Enhance collaborations locally, regionally and nationally leading on sector reform and improvements</p> <p>4.4 Enhance a culture of innovation to advance Service policies, processes and personnel development</p> <p>4.5 Enhance the Service by continuing to work against and achieve performance benchmarks and professional standards</p>

Our Mission Statement:
To protect and serve our community by delivering exceptional and inclusive emergency services, adapting to evolving risks, and ensuring the safety and resilience of all.


Supporting our Community Risk Management Plan

 Check out our plans on our website

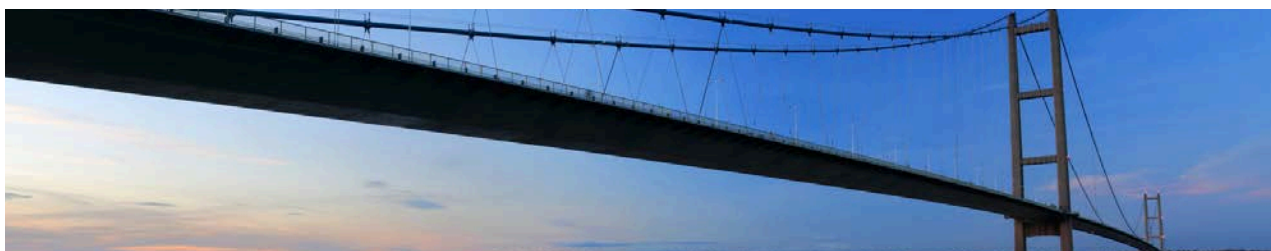


HUMBERSIDE FIRE & RESCUE SERVICE

Community Risk Management Plan
2025-2028

 **Our Strategic Plan 2025 - 2028**

 **Our CRMP 2025 - 2028**



 **Our 25 Year Vision**