



**NORTH YORKSHIRE
FIRE & RESCUE SERVICE**

Wholetime Firefighter 2019

Closing date: Midnight Sunday, 14th July 2019

Our Stations



We have vacancies at our Shift, Day crewed and Self roster stations. We will make every effort to post applicants as near to their home address as possible, however this cannot be guaranteed as station postings will be determined according to Service vacancies, operational requirements. Station postings will then be agreed in conjunction with the successful applicant.

Please be aware that travel and relocation costs will not be supported.

Firefighters are expected to serve at least two years on their assigned station before requesting a transfer to another station.

TERMS AND CONDITIONS

HOURS OF DUTY

Hours of duty will be 42 per week (inclusive of meal breaks) worked on a rotating basis within a prescribed watch-keeping system.

DUTY SYSTEMS

We have **5 Shift stations** located at Acomb, Huntington, York, Harrogate and Scarborough. They are crewed 24 hours a day, work hours are 08:00 to 18:00/18:00 to 08:00. Firefighters provide 2 days and 2 nights on duty and then 4 days off.

We have **5 day crewed stations** located at Whitby, Malton, Ripon, Selby and Tadcaster. The duty system requires Firefighters to provide continuous availability over a given period whereby the normal working day is spent at the fire station and through the night response to the station is made from your address which is within 4 minutes or one mile of the station to which you have been posted.

You will work: - 4 days on station from 08:00 to 18:00 hours + 4 nights availability for call out. This will be followed by 4 days and nights off duty.

To comply with the requirements of this duty system you will have to:-

- a. provide accommodation which will enable you to respond to your station within 4 minutes
- b. at all times when on duty carry with you an alerter and make an immediate response to it when activated
- c. maintain a duty system that is based on continuous period of 24 hours on duty (35 hours being worked on station)
- d. duty cover can also be provided on days off, by arrangement

2 Self roster station located at Northallerton and Richmond. Crewed similar to a day crewed duty system from 08:00 to 18:00. This system provides the same number of average hours and shifts as day crewed but removes the set pattern of shifts. This offers Firefighters with flexibility and greater level of choice over which shifts they work.

ANNUAL LEAVE

The leave year runs from 1st January to 31 December. The full annual leave entitlement is 23 days, additionally after 5 years' continuous service employees are entitled to an additional 3 days long service leave. All leave is planned and authorisation shall be subject to the exigencies of the Service.

PUBLIC HOLIDAYS

In addition to annual leave entitlement employees will be granted 8 days leave in respect of public holidays.

PAY

Payment is made by direct credit to your bank account or building society account every 4 weeks. The rate of pay for Firefighters will be reviewed in July 2019 but are currently;

Firefighter Trainee	£22,908
Firefighter Development	£23,862
Firefighter Competent	£30, 533

PENSION

A pension Scheme is available to which you will be automatically be enrolled, unless you advise upon appointment that you do not wish to become a member of the Scheme. Full details of the Firefighter Pension Scheme can be accessed on http://www.wypf.org.uk/Index_2014.aspx

Role Profile – Firefighter

Role Title	Firefighter	Reporting To	Crew Manager
Station		Role/Grade	
Name		F/S Number	
Overall Purpose of Role	To safeguard the community from fire and other emergencies.		

ROLEMAP	NOS
<i>Inform and educate your community to improve awareness of safety matters</i>	FF1
<i>Take responsibility for effective performance</i>	FF2
<i>Save and preserve endangered life</i>	FF3
<i>Resolve operational incidents</i>	FF4
<i>Protect the environment from the effects of hazardous materials</i>	FF5
<i>Support effectiveness of operational response</i>	FF6
<i>Support development of colleagues in the workplace</i>	FF7
<i>Contribute to fire safety solutions to minimise risk to your community</i>	FF8
<i>Drive, manoeuvre and redeploy fire service vehicles</i>	FF9
PRIMARY FUNCTIONS:	
<ul style="list-style-type: none"> • Create and maintain effective working relationship with people and contribute to the effectiveness of the team • Contribute to the health, safety and welfare of self and others at work in accordance with the Health and Safety at Work Act 1974 and associated legislation. • Comply with equality and diversity policies and procedures • Take responsibility for personal development and performance in accordance with organisational values, procedures, guiding frameworks, legal requirements and work objectives. • Maintain competence against the relevant National Occupational Standards for the role. • Support the development of your colleagues in the workplace by providing your own skills and knowledge through coaching • Check, test and record equipment and resources to maintain service delivery • Collect and maintain information of the local risks and resources in your community to support service delivery • Resolve operational incidents to save and preserve endangered life • Interact with the community to promote safety matters through products, advice and learning events • Inspect premises for fire safety and report findings in accordance with own levels of responsibility and authority • North Yorkshire Fire and Rescue Service will apply the scheme of conditions of service, 6th edition, for all driving duties 	<p>FF1, FF2, FF7</p> <p>All</p> <p>All</p> <p>FF2</p> <p>All</p> <p>FF7</p> <p>FF3, FF4, FF6</p> <p>FF6</p> <p>FF3, FF4, FF5</p> <p>FF1, FF8</p> <p>FF8</p> <p>FF9</p>

SECONDARY FUNCTIONS:	
Development Plan	
Personal Qualities And Attributes (PQA'S)	
Firefighter	
Personal Style <ul style="list-style-type: none"> • Understands and respects diversity and adopts a fair and ethical approach to others • Is open to change and actively seeks to support it • Maintains a confident and resilient attitude in highly challenging situations Interpersonal Skills <ul style="list-style-type: none"> • Works effectively with others both within the F&R service and in the community • Communicates effectively both orally and in writing • Committed and able to develop self and others Working with Information <ul style="list-style-type: none"> • Understands, recalls, applies and adapts relevant information in an organised, safe and systematic way • Maintains an active awareness of the environment to promote safe and effective working Organisational Effectiveness <ul style="list-style-type: none"> • Adopts a conscientious and proactive approach to work to achieve and maintain excellent standards 	
National Core Values	
<ul style="list-style-type: none"> • We Value Diverse Communities • We value our people • We value innovation, change and learning • We value our Fire and Rescue Service 	
Signatures	
<i>Approved by: Line Manager</i> _____ <i>Date:</i> _____	
<i>Agreed by: Post Holder</i> _____ <i>Date:</i> _____	

The National Firefighter Selection Personal Qualities and Attributes (PQAs)

Commitment to Diversity and Integrity - understands and respects diversity and adopts a fair and ethical approach to others

- Is concerned to treat people fairly and ethically (e.g. completes work according to same high standards regardless of individual differences)
- Recognises the importance of an awareness of the community and understands its needs (e.g. is aware and respectful of differing cultures and backgrounds)

Recognises and has respect for others' backgrounds, views, values and beliefs (including religious beliefs)
- Maintains an open approach with others, taking account of, and accepting, individual differences such as age, ethnicity, gender, religious beliefs, social background, disability, sexual orientation and physical appearance
- Is committed to the Fire and Rescue Service values and actively promotes them (e.g. challenges inappropriate behaviour)
- Is honest when working with others and accepts accountability for own actions (e.g. quickly takes responsibility for own mistakes; respects the need for confidentiality: is trusted to enter others' homes).

Openness to Change – is open to change and actively seeks to support it

- Demonstrates an understanding of the need for progress within the Fire and Rescue Service (e.g. explains the reasons for new working practices to colleagues absent from briefings)
- Accepts change both within the Fire and Rescue Service and in their own role and adapts effectively (e.g. willingly participates in community fire safety activities)
Is aware of the impact of changes to the Fire and Rescue Service on their role (e.g. understands changes to working practices)
- Identifies ways, both within the Fire and Rescue Service and the local community, of supporting change and takes action where possible (e.g. is proactive in learning new tasks or ways of working)

Confidence and Resilience - maintains a confident and resilient attitude in highly challenging situations

- Remains in control of own emotions during emergency situations (e.g. does not panic and considers risk)
- Concentrates on the task despite pressure (e.g. pressure of time, noise, conflicting information and tasks, and concern for casualties)
- Challenges or questions others constructively to achieve more effective outcomes
- Retains confidence in own ability or convictions despite setbacks (e.g. after a

community fire safety talk is received poorly)

Working with Others - works effectively with others both within the Fire and Rescue Service and in the community

- Works effectively with all team-members according to defined role (e.g. in teams of 2 and up to teams of 20), adjusting his/her role in accordance with instructions and changing circumstances
- Proactively generates positive working relationships, building rapport with a range of people both internally (e.g. attempts to get to know everyone in working environment) and externally (e.g. liaises with community groups to promote fire safety; works well with other emergency services)
- Concerned about the wider team and aware of shared objectives, as well as those of his/her immediate work-team (e.g. willing to give community fire safety talks at schools)
- Sensitive to the feelings and well-being of others and takes action to support them (e.g. able to reassure and calm members of the public in emergency situations; reminds team member to check air when using breathing apparatus)
- Presents an approachable and positive image of self and the Fire and Rescue Service to everybody in the community, irrespective of individual differences

Effective Communication– communicates effectively both orally and in writing

- Communicates verbal messages clearly, concisely and at a level appropriate to the audience so that message is understood regardless of individual differences
- Is sensitive to the needs of the audience and tailors communication in response to feedback (e.g. able to convey the importance of fire safety without distressing members of the public unnecessarily)
- Constantly alert for new information and listens actively to ensure accurate understanding (e.g. using appropriate body language, or by asking questions)
- Asks appropriate questions and checks understanding to ensure all messages received and sent are clearly understood (e.g. asks colleague to repeat message)
- Communicates effectively with both small and large groups
- Presents messages (e.g. fire safety information) in a way that promotes understanding (e.g. uses slides, videos and other visual aids appropriately during presentations and fire safety visits; engages with the audience)
- Writes clear, basic and appropriate information or messages that are understood by the recipient (e.g. completes standard Fire and Rescue Service forms and uses the Breathing Apparatus operations entry control board correctly)

Commitment to Development - committed to and able to develop self and others

- Proactively reviews own performance using a variety of sources including seeking feedback from others (e.g. uses incident debriefs and personal development reviews to inform development)
- Identifies development needs in own knowledge, skills and understanding and takes action to improve (e.g. requests specific training as appropriate; makes a point of keeping up-to-date with changes in technology/procedures and incident type; recognises that own fitness levels need to be improved)
- Learns from a wide range of situations experienced by self or others (e.g. increases understanding about a community group following a safety discussion)
- Able to learn and retain a large amount of job relevant information, delivered both verbally and in writing, as part of an initial training course and ongoing development (e.g. operating procedures and standards)
- Actively encourages and supports others to continuously improve (e.g. updates colleagues concerning new information; participates in a mentoring programme to support new members of staff)
- Motivates self to keep relevant knowledge up-to-date

Problem Solving - understands, recalls, applies and adapts relevant information in an organised, safe and systematic way

- Able to recall and apply relevant job related information and procedures during incidents, does not take information at face value when making a decision (e.g. does not assume that one casualty has been able to provide accurate information about other occupants of a building)
- Applies, and, if necessary, adapts current procedures and practices and to take account of a changing environment and to minimise risk
- Generates more than one solution to a problem and evaluates which one is best (e.g. in deciding how best to promote community fire safety)
- Considers immediate and wider objectives and implications (e.g. health and safety) to plan ahead to complete tasks in most efficient and safe way
- Prioritises, plans and completes tasks in a logical and systematic manner despite conflicting information (e.g. able to manage own actions during emergency situations)
- Able to understand, interpret and manipulate basic numerical information (e.g. in dials, tables, charts) and use basic arithmetical calculations correctly to apply task procedures (e.g. able to work out operation times when using Breathing Apparatus equipment)

Situational Awareness - maintains an active awareness of the environment to promote safe and effective working

- Constantly checks the environment and takes action to ensure safe working (e.g. looks for and assesses risks to safety of self and others)
- Has awareness of a range of safety related information without becoming unduly focused on any one piece of information (e.g. considers full range of factors at an incident such as location of team members at an incident)
- Provides timely and accurate information to confirm progress and outcomes against objectives (e.g. keeps team informed at incidents of changing circumstances)
- Able to judge space and distance within three dimensions and time to perform tasks safely and effectively (e.g. able to judge space and distance to work with ladders)

Commitment to Excellence - Adopts a conscientious and proactive approach to work to achieve and maintain excellent standards

- Continually looks to improve standards of working and offers suggestions as necessary (e.g. provides feedback concerning new or existing work practices to influence change or improve service delivery)
- Approaches work proactively and efficiently both with routine tasks and during Incidents
- Adopts a conscientious approach to work (e.g. checks work to ensure all tasks completed correctly and with due attention to detail; maintains appropriate levels of personal fitness)
- Completes work using appropriate procedures (e.g. refrains from taking unsafe short-cuts)
- Completes work as instructed without being reminded constantly
- Is clear about the role of the Fire fighter and operates within agreed levels of authority and accountability (e.g. does not take action outside own level of control without seeking confirmation)
- Demonstrates a commitment to the work of the Fire and Rescue Service, viewing its role as socially important