

Recruitment Information Pack



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

WHOLETIME FIREFIGHTER

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WHOLETIME FIREFIGHTER

CLOSING DATE: Midnight, Monday 8 April 2019

Thank you for showing an interest in becoming a Wholetime Firefighter.

This recruitment information pack is designed to provide you with as much information as possible, relevant to the role of a Firefighter and the recruitment and selection process for the Scottish Fire and Rescue Service (SFRS).

We anticipate significant levels of interest in these posts however, this vacancy will be open until 8 April 2019, to allow you a full opportunity to apply.

SFRS are committed to employing a diverse workforce to reflect the communities we serve.

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

Full details with regards to the process along with Frequently Asked Questions are available at <http://www.firescotland.gov.uk/work-with-us.aspx>.

If the information within this pack and available on our website doesn't answer your question please contact us at SFRS.WTFFRecruitment@firescotland.gov.uk.



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INTRODUCTION

What do you imagine when you think of a Firefighter?

The traditional image is perhaps of a Firefighter turning out in a fire appliance with blue lights flashing and sirens wailing, heading to rescue people from a burning building. Whilst this is still a small part of what we do, the demands of our fire service have changed considerably in recent times and the role and requirement of our Firefighters has changed too.

We also have a critical role in dealing with new risks including terrorism, severe weather and emergency medical response. We can deliver so much more for our communities and ensure we remain relevant to the needs of the people of Scotland.

The SFRS is going through a period of transformation and we are aiming to:

- Create a fire and rescue service designed to meet today's risks
- Deliver our current role more efficiently and effectively
- Protect and enhance the frontline
- Improve safety in rural communities by strengthening our RDS
- Undertake a broader role in vital preventative work

SFRS SERVICE DELIVERY AREAS

Our front-line services are delivered locally across the North, West and East of Scotland.

The North of Scotland is home to some of the UK's most remote areas, as well as the bustling cities of Aberdeen, Dundee, Inverness and Perth. Our crews in the North work hard to protect the 1.2 million people living in the area. Within the North there are 164 stations, of which 12 are Wholetime stations, 140 are RDS stations and 12 are Volunteers stations.

Map; [North Service Delivery Area](#)

Our West area is one of the busiest parts of the country. The 2.4 million people living here are spread over a varied geography that includes the country's largest city, Glasgow, as well as the remote island communities of Argyll, with Wholetime stations also based in areas such as Dumfries and Oban. Within the West there are 127 Stations, of which 39 are Wholetime stations, 58 are RDS stations and 30 are Volunteer stations.

Map; [West Service Delivery Area](#)

The East serves a population of 1.6 million people, based across a wide ranging geography of some 7,700 square kilometers. The area includes Scotland's capital city, Edinburgh and the areas of Clackmannanshire, Stirling, Falkirk, West and East Lothian, Midlothian, Scottish Borders and Fife. Within the East there are 65 stations, of which 23 are Wholetime stations and 42 are RDS stations.

Map; [East Service Delivery Area](#)

THE RECRUITMENT and SELECTION PROCESS

Detailed information on our selection process can be found within this recruitment information pack and on our [website](#).

Below is a summary of the key stages of the process and an indicative timetable of events:

APPLICATIONS OPEN	21 March 2019
APPLICATIONS CLOSE	Midnight, 8 April 2019
OUTCOME NOTIFICATION TO BE EMAILED TO CANDIDATES	w/c 29 April 2019
PSYCHOMETRIC ASSESSMENT– Online Testing	3 May 2019 (Calculation Test) * 10 May (Situational Judgment Test)
ASSESSMENT DAY To include: Fitness Assessment Practical Selection Testing Formal Interview Pre-Employment Checks	To take place throughout: w/c 3, 10, 17 June 2019 at the following venues: National Training Centre, Cambuslang, G72 7NA Training Centre, Thornton, Strathmore Road, KY1 4DF Training Centre, Schoolhill, Portlethen, AB12 4RR Perth Fire Station, Old High Street, Perth, PH1 1PL Oban Fire Station, Soroba Road, Oban, PA34 4SB Invergordon Fire Station, Academy Road, IV18 OLB
MEDICALS To include: Medical Assessment Uniform Measurement	To take place throughout: w/c 8, 15, 22 July 2019 at some of the following venues: Blackness Road, Dundee, DD1 5PA 21 Claylands Road, Newbridge, EH28 8LF Bothwell Road, Hamilton, ML3 OEA Schoolhill, Portlethen, AB12 4RR Seafield Road, Inverness, IV1 1SG
OFFERS AND PRE-EMPLOYMENT CHECKS	w/c 1 July 2019
INITIAL TRAINING – 14 week Foundation Programme	9 and 16 September 2019

* Unless candidates can demonstrate they hold a minimum of National Level 4 in Mathematics (see section below)

Firefighter recruitment is always a competitive process. The numbers of candidates who progress at each stage is determined by how many trainee Firefighters we need to recruit. If you are not invited to the next part of the selection process it is not necessarily because you performed poorly, it could be that the standard was very high and that you simply did not perform as well as other people. This will not affect any future applications.

Applicants are advised that the selection process is timetabled to meet SFRS recruitment needs, we will be unable to progress your application should you be unable to attend any stage of the process. It should however be noted that the timetable may be subject to change at the exigencies of the Service.

ONLINE APPLICATION

We appreciate the effort and commitment involved in making a job application and want you to have a positive experience of applying for a job with the SFRS.

Completing the application form is an important part of the recruitment process.

Please ensure that you give yourself enough time to complete and submit your application and that you complete this as fully as you can.

Applications must be completed accurately and honestly. Any false, misleading or inaccurate oral or written statements in connection with your application or appointment will result in your application being withdrawn from the process. Applicants are required as part of their application to advise the Service of any Criminal Convictions including motoring offences in order for the Service to assess suitability for the role of Firefighter.

Applicants should note that once their application has been submitted, any amendments to the application will not be taken into account.

You will receive an email to acknowledge that your application has been submitted. This will contain a unique candidate reference which should be used in any communications to us, including submission of mathematics qualifications.

Internal applicants are reminded to use their personal email to apply and not SFRS email address. This is to ensure you receive any notifications regarding the process when you are not at work.

Any applicants currently employed by another Fire and Rescue Service should complete an application form to note interest. We will then make contact with you to discuss our transfer process.

Please note that your response to each of the application questions will be restricted to 1700 characters. Please note if you are drafting your response within a Word Document the characters may differ slightly to the MyJobScotland website.

SFRS – OUR VALUES

The Scottish Fire and Rescue Service values of SAFETY, TEAMWORK, RESPECT and INNOVATION reflect the way we do things, the actions we take, what we say, how we say it, how we treat others and how we expect to be treated.

Within your application and in your interview you are asked to consider or demonstrate how you would promote, adopt and demonstrate the attitudes and actions which underpin our values. It is important that you read and consider [Our Values](#) Booklet before answering these questions.

ASSESSMENT STAGES

The SFRS will identify and select the best candidates for the Firefighter role and as appropriate will use various assessment tools in order to do so.

As part of this Selection Process the following tests/stages will require to be undertaken to assess suitability for the role of Wholetime Firefighter with Scottish Fire and Rescue Service:-

- **Psychometric Assessments –**

The psychometric tests that you will require to undertake are the Calculation Test* and the Situational Judgement Test. Please note that you will also be asked to undertake a practical calculation test during the practical stage of the process.

* Please note shortlisted candidates who can evidence that they hold one of the following qualifications, will not be required to undertake the Calculation Test at the Psychometric Assessment stage:-

- National 4 or 5 in Mathematics
- Standard Grade General or Credit pass in Mathematics
- Ordinary Grade in Mathematics
- Intermediate 1 or 2 in Mathematics
- Higher or Advanced Higher in Mathematics

It is your responsibility to demonstrate that you hold the relevant mathematics qualification and you should provide a copy of the appropriate certification **by no later than 12 April 2019 by email to SFRS.WTFFRecruitment@firescotland.gov.uk** (referencing your unique candidate ID). Please note that failure to provide this documentation by this date will result in you having to take the full calculation test. (Candidates will be asked to produce the original certification at a later stage for verification.).

Please note we are unable to accept evidence of any other Mathematics qualification other than those given above.

Further information, including how to prepare for these tests, can be found at <http://www.firescotland.gov.uk/work-with-us/physcometric-tests.aspx>

- **Fitness Assessment –**

A Multi-Stage Shuttle Run Test (commonly known as a bleep test) will be used to assess your aerobic fitness. Candidates are required to achieve level 8.8 in the test, which equates to a VO2 max of 42.3 mlsO2/kg/min and is the standard required for entry to the Service.

Further information, along with guidance on how to prepare for this, can be found at <http://www.firescotland.gov.uk/work-with-us/fitness-tests.aspx>

- **Practical Selection Tests –**

The Practical Selection Tests are designed to assess whether candidates have the ability to carry out the more physical aspects of the role and therefore closely reflect the wide range of physical tasks carried out. The tests used are as follows:

- Working at height / Ladder climb
- Ladder extension
- Casualty evacuation
- Working in confined spaces
- Equipment assembly
- Equipment carry
- Practical calculation test

Further information on what each of these tests entails can be found at <http://www.firescotland.gov.uk/work-with-us/practical-selection-tests.aspx>

- **Competency Based Interview –**

The interview process seeks to match the candidate's potential skills, abilities and knowledge with those stated in the Firefighter role map and the personal qualities and attributes, which are detailed within the job description contained at the end of this pack.

Further information, including how to prepare for interview, can be found at <http://www.firescotland.gov.uk/work-with-us/competency-based-interviews.aspx>

- **Medical Assessment –**

We need to make sure that our Firefighters are both medically and physically fit. Successful candidates will require to undergo a medical assessment. In advance of your attendance at medical, you will require to attend your optician to have an eyesight examination report completed by them to allow Health and Wellbeing to determine that your eyesight meets the requirements.

Further information on the medical assessment and the eyesight requirements can be found at <http://www.firescotland.gov.uk/work-with-us/medical-assessment.aspx>

- **Offer and Pre-Employment Checks –**

If successful, we will issue an offer of appointment. The offer of appointment will be conditional and subject to the following pre-employment checks:

- Confirmation of Right to Work in the UK
- Medical
- Receipt of satisfactory references
- Criminal record check (PVG)

Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.

Further information can be found at <http://www.firescotland.gov.uk/work-with-us/offer-and-pre-employment-checks.aspx>

TERMS and CONDITIONS

LOCATION

We have vacancies Scotland wide and where feasible, the SFRS shall endeavour to post applicants as near to their home address as possible; however this cannot be guaranteed as station postings are determined according to overall Service vacancies and operational requirements.

Please be advised that travel/relocation costs will not be supported.

HOURS OF WORK

Your hours of duty shall be an average of forty-two per week. Throughout Scotland there are currently 2 duty systems that operate, a day duty and a rota based system where the rota is based on the following principles:

- (1) Each period of twenty-four hours shall be divided into a day shift and a night shift.
- (2) The night shift shall not be less than twelve hours.
- (3) There shall be at least two complete periods of twenty-four hours free from duty each week.
- (4) Leave days shall change week by week in a regular progressive manner.
- (5) No rota system shall include continuous duty periods of twenty-four hours.

PAY

Position	Annual Salary (£)	Hourly Rate (£)	Overtime Rate (£)
Firefighter Trainee	22,908	10.46	15.69
Firefighter Development	23,862	10.90	16.35
Firefighter Competent	30,533	13.94	20.91

Your salary will be paid monthly, directly into your bank account. Salaries are paid on the second last day of each calendar month unless this falls on the weekend, in which case it will be paid on the Friday.

TRAINING

Trainees attend an initial 14 week foundation course based at a SFRS College site. There is a residential requirement of 7 weeks during this course. This course will feature training in both job-related skills and knowledge-based training to develop basic core competence skills.

Education and training will form a significant part of your working career within the Service and this training along with your front line experience will help you develop and progress your career against recognised goals.

MODERN APPRENTICESHIP

SFRS Firefighter Training and Development Programme is now completed as a Modern Apprenticeship programme. This does not alter entry requirements but means at the end of the three year Firefighter Training and Development Programme trainees will have completed a Modern Apprenticeship qualification as well as an SVQ.

PENSION

A Pension Scheme is available to which you will automatically be entered into, 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 the SPPA website: <http://2015.sppa.gov.uk/scheme/firefighters>

ANNUAL LEAVE

The leave year runs from 1st January to 31st December.

The full annual leave entitlement is 30 days per annum. Additionally after 5 year's continuous service, employees are entitled to an additional 3 days Long Service Leave.

All leave is planned, the authorisation of which shall be subject to the exigencies of the service.

PUBLIC HOLIDAYS

In addition to the above annual leave entitlement employees will be granted 8 days leave in respect of general and public holidays and these will be allocated to you.

OPPORTUNITIES

BENEFITS

A career in the SFRS is wide and varied. As well as excellent learning and development opportunities, working with us you can expect:

- A rewarding, varied career
- A competitive salary and attractive pension scheme
- A range of excellent family friendly policies including those that promote a work life balance
- Excellent training, development and career progression opportunities
- Great working patterns and generous leave entitlement that increases with service
- Wide range of employee benefits available to you
- Access to gym facilities and health and wellbeing services and advice
- The potential to work in widely diverse workplaces and locations across Scotland
- To be a part of and contribute to a service that is committed to strengthening its place in communities and supporting public life and better outcomes for local communities.

ADDITIONAL INFORMATION

Criteria

Essential Criteria

- Age 18 years of age or over, at date of application. (Please note there is no upper age limit).
- have a good level of physical fitness to meet the required aerobic fitness standard for the role*
- meet the unaided & aided vision and colour perception requirements for the role*
- meet the required health standards for the role*
- have exceptional team working, communication and problem solving skills
- be resilient and able to work in a changing environment
- be committed to own personal development
- have the numerical and situational judgement skills to meet the requirements for the role
- be eligible to work in the UK

**Details of these are provided in earlier sections.*

Desirable Criteria

- a valid current UK driving licence
**candidates who do not have a driving licence are expected to obtain this at their own cost by completion of their development training phase*

GENERAL RESPONSIBILITIES

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.

- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures.

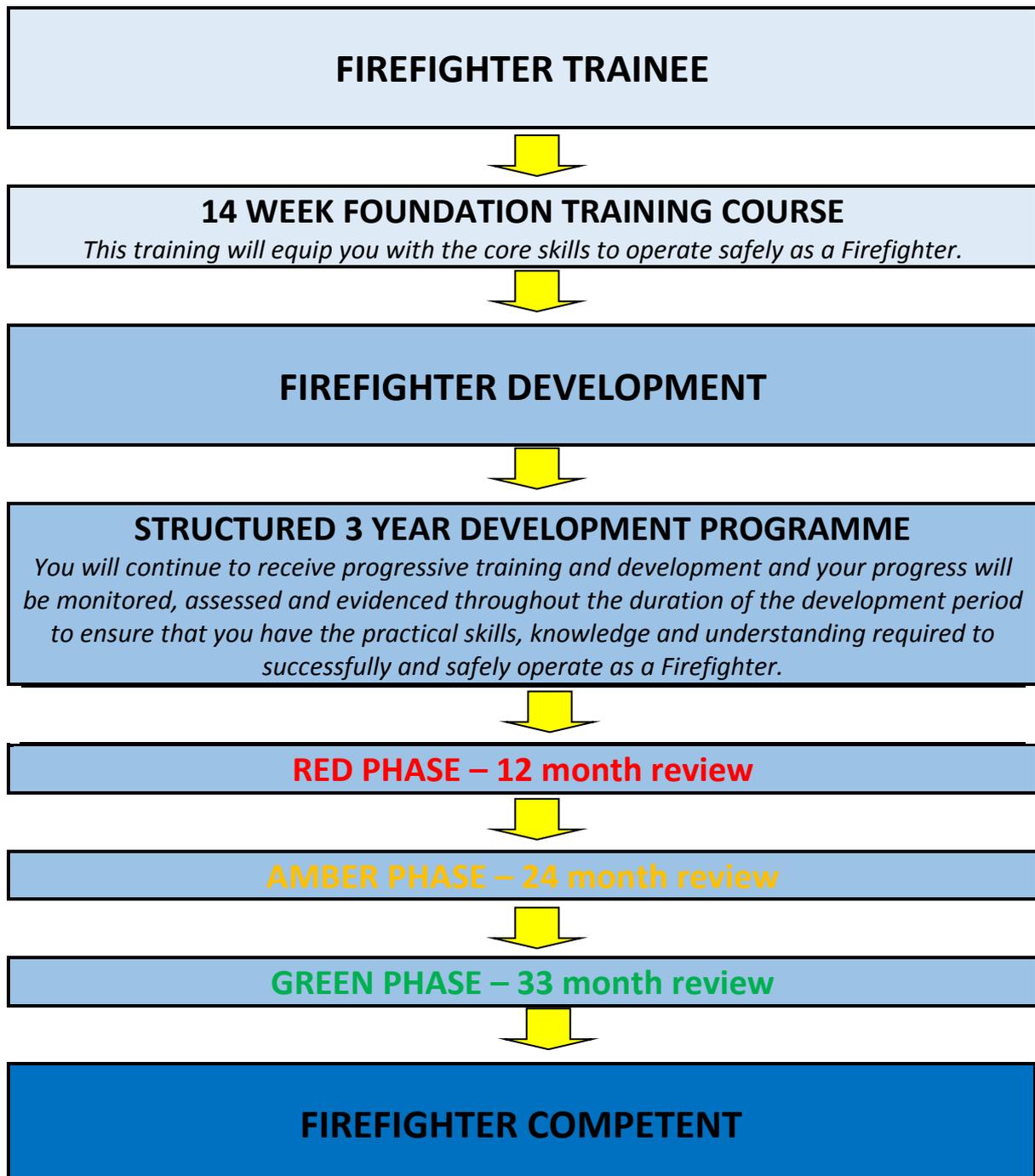
PRIVACY STATEMENT

- The Service processes personal data collected during the recruitment process in accordance with its Data Protection Policy. In particular, data collected, as part of this policy, is held securely, accessed by and disclosed to individuals, only for the purposes of supporting an employee. Any personal data gathered in respect of using this policy will be restricted to its' use within the boundaries of the employee retention.
- The lawful basis for processing is set out in GDPR Article 6 (b) –to fulfil a contract with an individual. Please refer to our iHub to see the full Privacy Notice and further information on your rights.

WHOLETIME FIREFIGHTER TRAINING FLOWCHART

TRAINEE ⇒ DEVELOPMENT ⇒ COMPETENT

To become a competent Firefighter you will undergo thorough and intense training. The training is designed to give you the confidence to do the job and develop your skills. You will need to work hard, do regular study and pass formal assessments.



GENERAL INFORMATION

DISABILITY

SFRS is committed to meeting its duties under the Equality Act 2010.

As part of the application process, you will be asked to detail any disability and/or Specific Learning Difference (e.g. Dyslexia) and detail any special requirements that you wish to be considered within our selection process. We urge all candidates to provide this information if applicable as it allows us to identify what support may be required and how this can best be facilitated.

DIVERSITY MONITORING FORM

SFRS is committed to equality of opportunity and we seek to develop a workforce that is reflective of the communities we serve. We would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

KEEPING IN TOUCH

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.

FEEDBACK

Due to the high volume of interest in this role, we regret that it is not possible to provide individual feedback to applicants following the completion of application shortlisting.

HOLDING POOL

The Scottish Fire and Rescue Service aims to recruit enough Firefighters to allocate to training courses during 2019/2020 and also create a holding pool to be utilised for a period of up to 1 year depending on the exigencies of the Service.

Good luck with your application!

JOB DESCRIPTION

JOB TITLE: Wholetime Firefighter

LOCATION: Scotland Wide

DEPARTMENT: Service Delivery

ROLE OVERVIEW

Firefighters contribute to the protection of people and in making communities safer. Firefighters within Scottish Fire and Rescue Service may be required to carry out:

- Operational Firefighting and Rescue duties
- Community Safety duties
- Instructional duties
- Support duties

RESPONSIBLE TO

In the course of their duties and depending on their organisational role, Firefighters may be responsible to:

- Crew Manager
- Watch Manager
- Station Manager
- Scottish Fire and Rescue Service

KEY RESPONSIBILITIES – OPERATIONS ROLE

- Delivering community safety programmes to protect the public and make communities safer
- Maintaining and supporting as directed, the development of self, individuals and teams to maintain and deliver services
- Perform firefighting, rescue and other services to resolve incidents and protect the community
- Support and maintain the response of the emergency service

ROLE MAP

- FF1 - Inform and educate your community to improve awareness of safety matters
 - Promote safety matters to inform your community
 - Facilitate learning through demonstration and instruction
- FF2 - Take responsibility for effective performance
 - Take responsibility for personal performance
 - Establish and maintain effective working relationships with people
 - Develop your own skills to improve your performance
- FF3 - Save and preserve endangered life
 - Conduct a search to locate life involved in incidents

- Rescue life involved in incidents
- Provide treatment to casualties
- Support people involved in rescue operations
- FF4 - Resolve operational incidents
 - Control and extinguish fires
 - Resolve incidents others than those involving a fire or hazardous materials
 - Support people involved in an operational incident
- FF5 - Protect the environment from the effects of hazardous materials
 - Mitigate damage to the environment from hazardous materials
 - Decontaminate people and property affected by hazardous materials
 - Support people involved in hazardous materials incidents
- FF6 - Support the effectiveness of operational response
 - Collect information on risks in your community
 - Collect information on resources in your community
 - Maintain internal resources
- FF7 - Support the development of colleagues in the workplace
 - Communicate your own skills and knowledge to colleagues
 - Support development of colleagues
- FF8 - Contribute to safety solutions to minimise risks to your community
 - Inspect premises to minimise risks to people, property and the environment
 - Report on issues arising at inspection
- FF9 - Drive, manoeuvre and re-deploy fire service vehicles
 - Drive vehicles to incidents
 - Manoeuvre, site and re-deploy vehicles

PERSONAL QUALITIES & ATTRIBUTES (PQAs) REQUIRED WITHIN THIS ROLE:

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