

Thank you for the interest you have shown in working with Fife Council...

**Post – Firefighter on the Retained Duty System
(Part-Time – 75% and 100% Availability)**

Vacancy Reference Number –FIF0095

Closing date – 31st December 2010

The application pack for this post comprises:

- Information Sheet
- Job Details
- Service Information
- Living and Working in Fife
- Application Form
- Firefighter on the Retained Duty System Information Pack

**Please ensure you have all the information
before completing your application.**

Note about Application Forms

*The Application Form is tailored to the type of post,
so please complete the form included in this pack.*

*To complete electronically, download and save the
Word version form to your PC. You should then
send it to the person named overleaf either by e-
mail or post.*

*A PDF File is also available for printing, completion
and posting, if you can not access Word.*

How to apply

Applications should be made on the Fife Fire & Rescue Service Application Form included with this pack and **returned to the Human Resources Department, Fife Fire & Rescue Service Headquarters, Strathore Road, Thornton, KY1 4DF, or email: Recruitment.Fifefire@fife.gov.uk**. Please note that, in the interests of equality, we do not accept Curriculum Vitae (CVs).

Applications are encouraged by e-mail and will be acknowledged on receipt. There is no need to send a hard copy as well. You will be asked to sign your application form if invited to interview.

If you wish an acknowledgement of receipt of your printed application form, please enclose a stamped addressed envelope.

Selection Process

Once you have applied for the post you will be advised of an interview date within 2-3 weeks, which normally takes place in the evening at a Fire Station.

For this interview, you will be asked to complete a pre-placement health declaration. We are also legally required to ensure that you are eligible to work in this country and you will be asked to provide appropriate evidence.

If successful, the next stage is a physical aptitude and short dictation test which will last approximately half a day. We will write to inform you if you have passed this test or otherwise. If not, you will have another opportunity to try in three months time and we will notify you of the next date available. Please note we keep successful applications on file for up to a year to fill future vacancies. Thereafter, you will have to re-apply for the post if there is a vacancy.

Before any firm offer of employment can be made, you will be asked to undergo a medical and eye examination, complete a criminal convictions declaration form and provide satisfactory references. A Standard Disclosure Scotland Check is also required.

If all of the above is satisfactory, you will then be asked to attend an induction course. If successfully completed, you will start work at your station.

Information for applicants with disabilities.

If you require the application form to be made available in other formats such as tape, Braille or large print, please let us know in plenty of time, as we may need to ask for assistance from other agencies. Please contact us if there is any other assistance you require.

Fifedirect website.

Fifedirect website contains information from Fife's public, voluntary and community organisations and as such will provide you with a great deal of general information www.fifedirect.org.uk/jobs. The website address for Fife Fire & Rescue Service is www.fifefire.gov.uk and will provide more specific information regarding the Service. If you do not have access to the Internet at home or work, you can get free access at all Fife Libraries.

Contacts

- If you have an queries about packs, forms or the application process, please contact The Human Resources Department on 01592 774451 ext 2030/2077.
- If you wish an informal discussion about the job, please contact Gary Kelly, 01592 774451 Ext 2030.

**FIFE FIRE AND RESCUE SERVICE
JOB PROFILE :
Firefighter on the Retained Duty System**



Location:	Local Retained Station
Job Title:	Firefighter on the Retained Duty System
Responsible To:	Chief Fire Officer/Area Manager Community Safety (Intervention) Watch Manager responsible for the efficient and effective management of specific role or watch.
Responsible for:	Firefighter on the Retained Duty System Duties
Salary Scale:	Annual Retaining Fee £2,116 - £2,821 (100%) Annual Retaining Fee £1,587.00 - £2,115.75 (75%) Turn-Out Fee (100%) £9.66 - £12.88 Turn- Out Fee (50%) £4.83 - £6.44 Disturbance Fee £3.70 Pre-arranged Attendance Fee £9.66 - £12.88 Drill Night £9.66 - £12.88
Duty System:	Attendance at weekly training nights at station Attendance for incidents during period of availability Attendance at training courses as required

Key Responsibilities:

Firefighters on the Retained Duty System must regard their occupation as a duty rather than work. The importance of their role in the protection of their communities' demand that they view their attendance at incidents and for training purposes as a strict commitment. By the same token they must be prepared to remain on duty at an incident until its conclusion or until relieved.

FIFE FIRE AND RESCUE SERVICE
JOB PROFILE :
Firefighter on the Retained Duty System



General Duties

Develop a sense of responsibility to the public at large and a desire to give the community the best service possible.

As soon as possible after commencement, to attend a basic training course (two weeks) at the Scottish Fire Service College, Gullane, followed by training courses as detailed by the Chief Fire Officer.

Respond to emergency calls during period of availability.

To maintain at all times the professional image of the Service within the community.

To develop an awareness of health and safety legislation and its role in the Service, and an ability to follow Safe Systems of Work procedures.

At all times, to have sympathy towards victims of emergencies combined with the ability to perform a firefighters duties in what may be emotionally harrowing circumstances.

Undertake and pass Driving Standards Agency Tests and/or Service Driver grading tests as required.

Routine Duties

To maintain a competent level of skills and performance through training.

To develop proficiency in testing and maintaining operational equipment.

As a member of a crew, to visit premises to familiarise the crew with the hazards, general layout and services of the premises.

To host or assist with visitors to the station, maintaining a high level of politeness and courtesy, and projecting the image of the Service within the community.

FIFE FIRE AND RESCUE SERVICE
JOB PROFILE :
Firefighter on the Retained Duty System



Operational

- To attend the Fire Station in response calls to fires and non-fire incidents, and to attend these incidents as a member of the crew, saving life, effecting rescues, extinguishing fires and protecting people and property from the effects of emergency incidents.
- To attend at other Station areas within Fife as directed by The Chief Fire Officer, to provide reserve or standby duties, which may involve attendance at fires in these other areas.
- To be adaptable, reacting quickly, effectively and safely to dynamic situations under extreme conditions.
- To work as an effective member of a team, under the directions of the incident commanders at an emergency situation.
- To have the ability to act on their own initiative in conditions where they cannot ask for assistance or advice.
- Through training, develop a complete and automatic familiarity with the equipment used, as well as a practical understanding of the basic skills required for a wide range of Service-related subjects.
- To be prepared to deploy each and every skill in which they have been trained, to achieve a satisfactory conclusion to an incident.
- To be capable of absorbing a great deal of information rapidly, and apply skills gained through training, in conditions that will often be dangerous and confusing.
- To be able to give First Aid or resuscitation as required, following training.

FIFE FIRE AND RESCUE SERVICE
JOB PROFILE :
Firefighter on the Retained Duty System



Training and Development

- To attend the weekly training night at the local Retained Station.
- To attend the Recruit Basic Training Course at Service Headquarters/Scottish Fire Service College as soon as possible after commencement.
- To attend further courses as directed by The Chief Fire Officer/Area Manager Community Safety (Intervention).
- To attend driving courses relevant to the post, passing the appropriate tests, as directed by The Chief Fire Officer/Area Manager Community Safety (Intervention).

Community Fire Safety

- As with all uniformed personnel, to give fire safety advice to the public on request.
- Take part in Service Community Fire Safety campaigns as is required.
- When detailed to do so, to carry out routine fire safety visits.

Discipline

- Due to the nature of the work undertaken by the Service, firefighters must be trained and conditioned to react immediately and instinctively to orders of incident commanders. For this reason firefighters must be disciplined at all times.

FIFE FIRE AND RESCUE SERVICE
 PERSON SPECIFICATION :
 Firefighter on the Retained Duty System



ATTRIBUTES	ESSENTIAL	ASSESSMENT & EVIDENCE METHOD	DESIRABLE	ASSESSMENT & EVIDENCE METHOD
EXPERIENCE	<p>Be aged 18 or over</p> <p>Able to demonstrate necessary skills and experience to be a Firefighter</p>	<p>Application form/ reference</p> <p>Application form/ interview/references</p>		
EDUCATION, QUALIFICATIONS AND TRAINING	Reasonable standard of proficiency in reading writing and arithmetic	Application form	Full UK Driving Licence	Driving Licence
SKILLS, ABILITIES AND KNOWLEDGE	<p>Proven communication skills, both oral and written.</p> <p>Ability to observe and comply with safe systems of work</p>	<p>Application form/interview</p> <p>Interview / references</p>		

ATTRIBUTES	ESSENTIAL	ASSESSMENT & EVIDENCE METHOD	DESIRABLE	ASSESSMENT & EVIDENCE METHOD
INTERPERSONAL AND SOCIAL SKILLS	<ul style="list-style-type: none"> ▪ Self Disciplined. ▪ Reliable, flexible and honest ▪ Good interpersonal skills including diplomacy, negotiating and leading ▪ Able to work and perform in a team ▪ Able to function in situations of continual change ▪ Able to act on own initiative ▪ Able to act with a minimum of supervision ▪ Good organisational ability ▪ Rational approach to problem solving ▪ Ability to follow and demonstrate understanding of instruction 	<p>Reference Reference/ interview Application form/interview/ references Application form, interview/references Application form/interview/ references Application form/interview/references Application form/interview/references Application form/interview/references</p>	<p>Ability to serve in a small workforce drawn from the community which it serves</p> <p>Demonstrate commitment towards continuous personal and professional development.</p> <p>Will reflect Fife Council and Fife Fire and Rescue Service Aims and Values in approach to work</p>	<p>Application form/ Interview/references</p> <p>Application form/ interview/references</p> <p>Application form/ interview / references</p>
HEALTH AND PHYSICAL ATTRIBUTES	<ul style="list-style-type: none"> ▪ Ability to work at heights ▪ Ability to work in confined spaces 	<p>Application form/interview</p> <p>Application form/interview</p>		
OTHER	<ul style="list-style-type: none"> ▪ Be of good character and free from criminal convictions (See Notes For Guidance on the Rehabilitation Act 1974).* 	<p>Reference Disclosure Scotland Criminal Declaration Form</p>		

FIFE COUNCIL

FIRE AND RESCUE SERVICE

Fife Fire & Rescue Service is part of Fife Council. The Fire Service itself was founded under the auspices of the Fire Services Act 1947, as repealed and re-enacted by the Fire (Scotland) Act 2005. **Fife Fire and Rescue Service** was created from the former Fife Fire Brigade in 1985. This name change reflected the Brigade's increasing role in rescues from non-fire incidents such as road traffic incidents, flooding and chemical spills.

Fife Fire & Rescue Service has a statutory duty to ensure all people in Fife are safe from fire and other emergencies. This emergency response is provided by fourteen stations, six of which are crewed 24 hours a day by personnel on the wholetime duty system, and eight stations crewed by retained duty system firefighters who live/work locally and are alerted to their stations by pagers.

Our Headquarters, located in Thornton, accommodates management and support services, required for successful service delivery, and is structured around three functional areas:

- **Community Safety**
- **Human Resources**
- **Business Services**

Each functional area is led by an Area Manager who forms part of the Service Management Team, with the Deputy Chief Fire Officer, reporting to the Chief Fire Officer. Also located at Service Headquarters is our Service Control Centre, which acts as the control point for those who require our services, and the vehicle workshops, where our fire engines are maintained by Fife Council Fleet Services.

SERVICE MISSION AND AIMS

Fife Fire & Rescue Service Mission is Making Fife Safer, through Partnerships, Education and Intervention. The values of the Service are openness, accountability, participation and involvement for all its stakeholders. It promotes diversity and equality. This means that we will treat all stakeholders with respect and dignity. It also means that we value the wider range of qualities and competencies, which a diverse workforce can bring to the Service. The Service educates and develops its staff and will make progress through valuing and managing change, to provide continuous improvement of service delivery. The aims of the Service are to:

- Protect and save life.
- Provide rescue and humanitarian services.
- Protect the environment by minimising the damage caused by fire and other hazards.
- Reduce the risk from fire, and other emergencies, by promoting safety awareness.
- Reduce the risk from fire, and other emergencies, in the workplace through legislation and advice.
- Proactively manage change to improve our service to the community.

SERVICE DELIVERY

Fife Fire and Rescue Service currently employs approximately six hundred members of staff and places increasing importance in community planning and working in partnership with other agencies to improve safety within the communities of Fife. Under the "Community Plan for Fife" the Service works towards its clear objective to provide a "Reduction in injury and loss of life due to fire and on the roads" and is involved in "Making our communities safer". For home safety, particularly for vulnerable groups, the Service provides Home Risk Assessments. It also offers advice on a variety of fire safety issues such as Fire Safety Action Plans, Electrical Safety and Smoking issues. The Service plays an active role in the community and this includes attendance at gala days, providing fire safety advice in schools and door-to-door visits.

**Confidential**

Application for Employment
 Firefighter on the Retained Duty System
 Fife Fire and Rescue Service

- You are advised to read all of the form and these notes first, to be sure you understand what information is requested and how to complete the form. Also read all the information you have about the job.
- Please complete all sections in black ink or typescript as this form will be copied.
- Please add your initials, last name and the vacancy reference number to any additional sheets you send.
- Seeking support of Councillors or employees of the Council, either directly or indirectly will disqualify your application.
- No Police Constable may apply by virtue of the provisions of the Fire (Scotland) Act.

Firefighter on Retained Duty System	Vacancy Ref. No:
Location:	

PERSONAL DETAILS

Last Name:	Initials:							
Address:	Telephone No:							
Postcode:	Home:							
National Insurance Number								
Are you over 18?	Yes			No				

EDUCATION, QUALIFICATIONS AND TRAINING

Please give details of your education, qualifications and training relevant to the job.			
Course Undertaken	Course Duration	Study Method	Qualification or Result

EMPLOYMENT HISTORY: Give full details of Employment History (most recent first) including any Military Service. (Reason for discharge from Military Service should also be included),

Present Employment		
Name and Address of Employer	Job Title	
	Annual Salary or Weekly Wage	
	Date Started	
	Notice Required	
Postcode:		
Brief Description of Duties and Responsibilities		
Previous Employment		
Name of Employer	Job Title and brief description of duties	Dates from to

OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

Please give details of any skills, knowledge or experience you feel is relevant to your application (this does not have to be related to paid employment, it may be related to voluntary or unpaid work, managing a household or any other activity you have carried out). We would find it particularly useful if you could look at the person specification for this job and tell us how you meet the criteria. You should also use this section to explain why you are interested in this job.

MEMBERSHIP OF PROFESSIONAL BODIES

Complete this section where the person specification indicates that membership of a professional body is required for this job

Are you a member of the necessary body? Yes / No

Please give the level or grade of membership (if applicable) _____

How long have you been a member _____

DRIVING LICENCE

Complete this section where the person specification indicates that a driving licence is required

Do you hold a current driving licence? Yes / No

Do you have any penalty points on your licence Yes / No

RELATIONSHIPS TO COUNCILLORS OR SENIOR EMPLOYEES

If you are related to a Councillor or an Official of Fife Council Public Protection and Regulation Committee, or an Employee of Fife Fire and Rescue Service, you are required to state this at this stage. The provision of this information will not affect your application.

If yes please give detail name, relationship and position of the person, if none please write none: Yes / No

REFERENCES

- Please ensure that you have sought agreement from your referees before submitting their details. Referees **must not** be relations or friends.
- Two references are required.
- If you have been previously employed, you **must** provide references from employers within the past 3 years, one of which **must be** your last employer.
- If you have been out of the labour market for some time, you **must** provide a reference from your last employer. If this is not possible use the contact details in the application pack to obtain advice on how to complete this section.
- If you have not previously been in employment you **must** provide a reference from an appropriate person (course leader or a manager that has known you in an organisation).
- If you are coming straight from education, you **must** provide a reference from your Head Teacher or Course Tutor.

REFEREE 1 – current or most recent employer

Name:		Organisation:			
Position:		Address:			
Time Known:					
Email Address:					
Contact Tel No:					
Relationship:					
		Post Code:			
Can we contact him or her now?			Yes		No

REFEREE 2

Name:		Organisation:			
Position:		Address:			
Time Known:					
Email Address:					
Contact Tel No:					
Relationship:		Post Code:			
Can we contact him or her now?					
				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>

DECLARATION

The information you give on this Application is used for selection purposes and also forms the basis of any subsequent employment relationship. If you are successful, we will keep this application in your personnel file. Otherwise, it will be destroyed when the recruitment process is completed.

I consent to the use of my personal information in the above stated purposes. *(Submitting the form by e-mail gives this consent)*

I declare that the information I have given in all the pages of this Application Form is correct. I understand that by giving false information, or withholding information that may be relevant, I may be excluded from the recruitment process or dismissed if appointed to the post.

Signature (Initial/Last Name):

Date:

ATTENDANCE/OBLIGATIONS

Firefighters on the Retained Duty System are required to attend a weekly training night at their station, and attend for emergency incidents at all times during their period of availability. In exceptional circumstances these requirements may be waived by special permission of the Chief Fire Officer

Firefighters on the Retained Duty System who are available to work 120 hours per week will qualify for the 100% rate. Firefighters on the Retained Duty System who are available less than 120 hours per week will qualify for the 75% rate.

Please tick the appropriate box and give estimated times when you would be available to work in the table below.

100% 75%

DAY	FROM	TO	FROM	TO	FROM	TO	FROM	TO
E.G	08.00hrs	12.00hrs	15.00hrs	17.00hrs	19.00hrs	23.00hrs	00.00hrs	08.00hrs
MON								
TUES								
WED								
THUR								
FRI								
SAT								
SUN								

Are you able to respond promptly to calls during working hours?

Yes / No

If Yes Please arrange for your employer to complete the following:-

I certify that has permission to leave their place of employment at any time to attend incidents at the request of Fife Fire and Rescue Service if this application is accepted.

Employers Name: Official Stamp

Address:

Telephone Number:

Signature:

Designation:

Blank Page - please use for any additional information you wish to give.



APPLICATION FOR EMPLOYMENT

Vacancy Ref No

EQUAL OPPORTUNITIES MONITORING FORM

In order to check the effectiveness of our equal opportunities policy we monitor a range of areas where people may experience discrimination. We would be pleased if you would complete the form below. The information you give will not be available to people involved in the selection process and will be used for monitoring purposes only. All information will be treated in strict confidence and names will not be shown in any statistics produced.

Please complete all sections either typed or in **black** ink and return with your application form.

1	Name	
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2: Details of the job you are applying for									
Job Title									
Service		Grade							
Job Share	<input type="checkbox"/>	Full-Time	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Permanent	<input type="checkbox"/>	Temp	<input type="checkbox"/>
Do you see this job as promotion?					Yes		<input type="checkbox"/>	No	<input type="checkbox"/>

3	Are you an employee of Fife Council?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	If Yes, are you currently:	Permanent	<input type="checkbox"/>	Temp	<input type="checkbox"/>

4	What is your Gender?	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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5	Do you have regular caring responsibilities for dependants?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Children <input type="checkbox"/> Other Dependants eg elderly or seriously ill adults		<input type="checkbox"/>	Both	<input type="checkbox"/>
Where you are caring for children please say how many are in each age category.					
	under 5	<input type="text"/>	5-16	<input type="text"/>	17-18 <input type="text"/>

6	<i>This information will help us to monitor marital status and lone parent status</i>				
Please answer both (a) and (b)					
	(a) Are you married?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	(b) Are you currently living with a partner or spouse	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7	What is your age?	<input type="text"/>
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8	<i>The Disability Discrimination Act 1995 defines disability as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.</i>				
	Do you consider that you have a disability?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you answered yes, please state the nature of your disability:					
<input type="text"/>					

9 *Ethnic origin is about colour and broad ethnic and cultural group. Different groups may face different experiences of discrimination. The categories closely match those used in the 2001 census for Scotland.*
Ethnic Categories. (Choose one section from A - F then tick the appropriate box to indicate your cultural background).

A. White		B. Black - Black Scottish, Black English Black Welsh, or other Black British	
Scottish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>
English	<input type="checkbox"/>	African	<input type="checkbox"/>
Irish	<input type="checkbox"/>		
Welsh	<input type="checkbox"/>		
Any other White background please write in:		Any other Black background please write in:	
C. Asian - Asian Scottish, Asian English Asian Welsh, or other Asian British		D. Chinese - Chinese Scottish, Chinese English, Chinese Welsh or other Chinese British	
Indian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>		
Bangladeshi	<input type="checkbox"/>		
Any other Asian background please write in:		Any other Chinese background please write in:	
E. Mixed Race		F. Other ethnic background	
Please write in:		Gypsy Traveller	<input type="checkbox"/>
		Any other background please write in:	

10 Please say how you heard about this job.

Fife Council Vacancy Bulletin	<input type="checkbox"/>	
Advertisement (say where)	<input type="checkbox"/>	_____
Internet Site (say which)	<input type="checkbox"/>	_____
Job Centre	<input type="checkbox"/>	_____
Through an organisation (say which)	<input type="checkbox"/>	_____
Other (give details)	<input type="checkbox"/>	_____
Someone you know	<input type="checkbox"/>	_____

I give permission for the details from this monitoring form to be held on computer.

Signed _____ Date _____

Thank you for helping us to implement our policy y of promoting equality of opportunity and eliminating discrimination



Firefighter: Retained Duty System Information Pack

INTRODUCTION

This information booklet has been compiled to give you the information you need to make a decision on whether the job of a Retained Duty System (R.D.S.) Firefighter is right for you. If you are satisfied that you have the necessary skills and qualities, you should complete the application form.

Fife Fire and Rescue Service covers an area of 508 square miles. The Service currently employs approximately 550 people in various functions of which approximately 112 are employed as R.D.S. Firefighters. The Service has 8 retained duty system stations located in the following towns:

B1	Anstruther	B5	Newburgh
B2	Auchtermuchty	B6	St Andrews
B3	Burntisland	B7	St Monans
B4	Cupar	B8	Tayport

Initial Application

Application forms are made available from the HR Department at Service HQ (01592 774451 ext 2077/2030), www.fifedirect.org.uk/fcjobs or www.fifefire.gov.uk

What Retained Duty Firefighters Do

Our R.D.S. firefighters provide a vital service to the communities in which they live, providing fire cover to smaller or rural towns within Fife. R.D.S. firefighters are not based in a fire station but may be at home, or out working. But when the call comes to their pager, a retained duty system firefighter must drop what they are doing and respond to the station quickly and safely.

They then become part of a team ready to face any emergency; fighting fires or other incidents including road traffic accidents, helping people who are trapped, or using specialist equipment to make safe hazardous materials. A R.D.S. crew will be called upon to attend the same range of incidents as their wholetime colleagues at any time of the day or night.

Dealing with emergency incidents is vital, but the Fire Service of today has an equally important role within the area of community safety, in which R.D.S. firefighters are extensively involved. We recognise that the best way to fight fires is to prevent them ever starting. This aim is achieved in a variety of ways, but is primarily focused on educating and informing. As a firefighter, you would find yourself supporting initiatives in youth and community groups. Another element of this community safety work is the provision of Home Safety Checks to the community in which you work, advising people on potential hazards within the home, how to minimise risks and fitting smoke alarms when necessary.

Could I be a R.D.S. Firefighter?

First of all, you need to work or live near a fire station, because you have to be able to get there within 5 minutes of a call. Secondly, because you can't predict when you'll be called out, you'll have to be flexible. You may be working for yourself, or have an employer who will let you have time off to attend calls. You'll have to consider what impact being 'on call' for 80-120+ hours per week will have on your life. Finally, firefighters may see some distressing things and be involved in dangerous situations. You must consider your ability to cope with this aspect of the job too.

How often will I be needed?

This varies, but on average, you will be called out several times a week. You will have to commit 80-120+ hours of your time to being 'on call'. If you cannot be available all the time, that may not be a problem. You can be paid for being 'on call' for only part of the day or week if your available hours meet the needs of the station. There is a particular shortage of people who are available midweek during the day. You may also be required to work some weekends for community safety initiatives.

What are the rewards of being a R.D.S. Firefighter?

You get paid a basic retainer, a fee for call outs and another for the hours spent in action. You get paid for your weekly drill nights and duties like equipment maintenance.

Apart from the challenges and satisfaction of a job well done, this work gives you the chance to work as part of a friendly team. You'll learn new skills, whether its rescue work or preventative fire safety work, helping you become more self-reliant and confident.

EQUAL OPPORTUNITIES POLICY STATEMENT

We endeavour to ensure that the Fire and Rescue Service reflects the diversity of the communities we serve.

Subject to our legal obligations, we will promote equality of opportunity throughout our recruitment practices and will oppose discrimination on the grounds of age, colour, disability, ethnic background, faith, gender, language, marital status, nationality, political belief, race, religion, responsibility for dependants, sexual orientation and social background.

We will undertake positive action activities to promote fairness and diversity throughout all our recruitment practices.

We will strive to continually improve our processes in order to work positively with the communities we serve and engage their skills and abilities to create and improve our effectiveness.

We will continue our commitment to fairness and diversity within all our practices and ensure respect and dignity for all employees within each of our Services.

What does a Firefighter do?

The role of a Firefighter is varied. The main responsibilities are described below:

Promoting Community Safety

- Be proactive in the community to identify risk, to reduce fire deaths and injuries and to protect the environment.
- Deliver appropriate fire safety messages to those groups most at risk.
- Educate and inform the community in fire safety.

Resolving emergencies

- Respond to requests for assistance.
- Deal with emergencies as directed.
- Minimise distress and suffering, including giving First Aid.

Engaging with people/ community

- Establish and maintain the confidence of members of the public.
- Maintain links with the community.
- Actively seek to understand and to value diverse individuals and groups.
- Operate as an effective team member.
- Be sensitive to the needs of others, treating them with respect and consideration.

Developing local awareness

- Get to know the local community area, including streets, roads and buildings.
- Be aware of the risks and possible hazards to be found within your fire station area.
- Identify fire risks during visits to local premises and be able to offer relevant advice and guidance.

Promoting Health and Safety

- Recognise health and safety risks at work and deal with them appropriately.
- Ensure your own and others' personal safety at work at all times.

Personal Development

- Take responsibility for developing your own skills.
- Taking part in a training and development programme.
- Keep a level of physical fitness necessary to carry out your duties.

What skills do you need to be a Firefighter?

In order to carry out the Firefighter role you will need a number of skills – as listed below:

Solving Problems

Be able to solve problems using relevant information.

Flexibility

Be flexible to new situations and open to change in the role.

Integrity and commitment

Be able to demonstrate ethical standards and commitment to the Firefighter role.

Motivation

Be motivated to achieve high standards.

Coping with Pressure

Be able to cope with pressure and demands.

Physical Ability

Have the physical ability to carry out the Firefighter role including adequate stamina and strength.

Communication

Be able to communicate effectively to varied individuals and groups.

Co-operative Working

Be able to work in a co-operative way to support others.

CONDITIONS OF SERVICE

Detailed in this section are some of the main terms and conditions of service which apply to the job of Firefighter.

Hours of Duty

R.D.S. Firefighters are on stand-by, responding to pager, to attend incidents during their period of availability. In addition they must report to the station to which he/she is attached for training, development and maintenance duties for an average of two hours each week (or three hours at the discretion of the Chief Fire Officer).

Prior to appointment you will be asked to complete a Retained Cover Assessment form, detailing the hours you are able to work. This will form part of your contract.

R.D.S. Firefighters are required to submit a detailed forecast of actual availability on a weekly basis and co-operate with the local arrangements for crew management.

Any material change such as hours of availability, home address or place of work, etc, where this affects your availability, may result in termination of your employment.

Leave

Retained Firefighters are entitled to 4 weeks paid annual leave each year. This will increase to 5 weeks upon completion of 5 years continuous service.

Competence and Pay

Pay entitlements of individual employees are determined by the employees' role and whether the employee is in the training, development or competent stage of that role.

The current Pay Rates for the Retained Duty System are also contained within your application pack.

These pay rates are applicable to employees working on a 100% retained contract (i.e. at least 120 hours per week) and pay is adjusted dependant on the availability of the employee as detailed below:

- At least 120 hours per week (which is defined as Full Cover) attracting a 100% Retaining Fee
- From 80 to 120 hours per week (defined as Reduced Cover) attracting 75% Retaining Fee

Retained Duty System Firefighters will also receive payment for attendance at drill nights and turn-out for and attendance at fire calls.

Rates of pay shall be based on progression through the roles in line with the requirements of the Integrated Personal Development System, in accordance with the National Joint Council for Local Authority Fire and Rescue Services.

Pension

Detailed information on the pension scheme will be made available if you are successful.

Promotion

Vacancies as they arise are advertised at the relevant Station, all interested parties are invited to apply.

Fairness and Dignity at Work

The Fire Service is committed to achieving equality and to ensuring that every individual is treated with respect and fairness. Achieving equality means breaking down existing prejudices and stereotypes. The Service will therefore challenge bad practice and find constructive ways to change attitudes and practices.

Employees have clear responsibilities to actively support the Service's policies and procedures in providing a working environment that is free from bullying, harassment and victimisation.

Health, Safety and Welfare

The Fire Service recognises the importance of health, safety and welfare in the workplace and is committed to achieving standards of excellence. The wide variety of hazards encountered in the Service will be controlled through appropriate training and the systematic application of preventative and protective measures in a risk assessment framework.

Whilst the Fire Service has a duty to comply with legislation governing the health, safety and welfare of employees there is a duty on employees to take care of themselves and others affected by their actions at work and to comply with the Services policies and guidance on health, safety and welfare.

RECRUITMENT AND SELECTION STAGES

Stage 1: Application

You are required to complete the Application Form and Equal Opportunities Monitoring Form. Below are notes to assist you in completing these forms in the way that will help the Service ensure equality of opportunity, while identifying relevant information which will help in the selection of the most suitable candidate(s).

Application Form

- Please complete all personal details. It is important that you complete this section accurately as the information requested is required in order to communicate with you and process your application. It is important that you provide us with your surname and initial(s) only.
- Please provide details of your education and training, including details of your skills and abilities which you feel are relevant to the post of a Retained Duty System Firefighter.
- Please provide details of your present and previous employment.
- Please provide any information in support of your application you think relevant to the post.
- Please give details of your main reasons for applying to join the Fire Service.

Applicants should be aware that an essential criterion for the post is that you live or work within five minutes of the Retained Duty System Station for which you are applying.

Please note that you are required to complete a Retained Duty Attendance/Obligations form, based on the information provided, this will then form part of your contract if you are successful.

- Please complete remaining parts as directed.
- Please note that details are required for two referees. Where you are currently employed or have been in employment at least one referee should be from your current or most recent employer.

Failure to complete this form fully and accurately will mean we may not be able to consider your application further.

Please return your completed application to: Fife Fire and Rescue Service Headquarters
Human Resources Department
Strathore Road
Thornton
Fife, KY1 4DF
Email: Recruitment.Fifefire@fife.gov.uk

Equal Opportunities Monitoring Form

The purpose of completing this form is to enable us to monitor our recruitment process in relation to our equal opportunities policy and to ensure equality and fairness exists throughout our recruitment process.

This information will not be seen by any selection panel and will remain strictly confidential – used only for monitoring purposes.

Applicants who have a disability should provide details in order that reasonable adjustments may be considered.

Criminal Convictions

If you have any criminal convictions, this may not necessarily disqualify you from employment. All applications are considered strictly on their merit and in particular whether or not the offence has a bearing on your suitability for employment, having regard to the role of a Firefighter.

Applicants should be aware that all candidates are required to provide the Service with a satisfactory Standard Disclosure Scotland report prior to any offer of employment being issued.

Declaration – Complete your application by signing the declaration.

Stage 2: Initial Interview and Tests

If applicants satisfy the criteria of a R.D.S. firefighter they will be invited to attend for Interview.

Interview

The interview will normally be conducted at the retained station applied for and will be carried out by 2 Flexi Duty Officers or 1 Flexi Duty Officer and the Watch Manager for the Retained Duty System Station.

Along with your invite letter we will supply you with a pre-placement health questionnaire which is required to be completed in order for our Occupational Health Department to determine your fitness to continue with our recruitment process.

We will also send you a criminal declaration form, both of which should be completed and brought to the interview. Before any offer of employment can be made, you will need to confirm that you are eligible to work in the United Kingdom. To do this, you are required to produce the appropriate documentation at interview, as detailed in the leaflet “The Asylum and Immigration Act Information” which will also be sent to you. This documentation will be checked, copied and returned to you.

PAT (Practical Aptitude Testing)

If you have been successful at the interview stage, the next process involves a short **dictation test** and a range of practical tests:

1. Chester Step Test
2. Ladder Extension
3. Ladder Climb
4. Hose Running
5. Breathing Apparatus

If you fail this part of the process then you will be invited to re-take the tests in 3 months time and will have 3 chances to pass this stage within the year. If you fail the dictation part of the tests then you will only have to repeat this stage and not the complete tests.

Before we invite you to undertake the above testing, our Occupational Health Advisor will check that you are fit to carry out the tests. This is done by checking the pre-placement health form that was sent to you at the interview stage.

1. Chester Step Test

As part of the statutory entrance requirements, you will be required to undertake a Fitness Test - in this case the Chester Step Test.

The test is carried out at this stage to assess your aerobic capacity to ensure you can attain the required level of cardiovascular fitness – VO₂ max of 40 (ml/kg/min). The Chester Step test is a multistage step test and involves stepping on and off a 30 cm high bench in time with a metronome for 6 – 10 minutes.

You should avoid any demanding physical activity in the 24 hours prior to your final medical and fitness test. In the hours prior to your test you should also avoid drinking tea or coffee or smoking. It should be noted that additional testing may be applied at the discretion of the Fire Service Medical Advisor.

2. **Ladder Extension Test**

Using a ladder extension simulator you will be required to raise and lower the weight of the apparatus by pulling down on a lanyard until it reaches maximum extension. This exercise should be completed in a controlled fashion and will be completed within 20 seconds.

The exercise is designed to test co-ordination and upper body strength.

3. **Ladder Climb**

You will be required to climb a 13.5m ladder pitched against a building to approximately two thirds of its height. This is assessed by our instructors who will assess your ability to undertake this task without suffering from obvious fear of heights and to cope with the demands of the task. He/she will explain and demonstrate the Fire Service technique for ladder climbing.

How can you prepare for the Ladder Climbing Test?

You can practice if you have access to a ladder. However, don't take risks. The assessor will be assessing ability to carry out this task safely in a co-ordinated manner without displaying undue stress or discomfort. Listen carefully to the instructor when he/she is giving instructions.

If you suspect that you may suffer from a fear of heights, you should think very carefully before applying to join the Fire Service. The ability to work safely at heights is fundamental to the work of a firefighter.

4. **Hose Running**

This exercise will test your co-ordination, stamina, flexibility and strength. You will be required to run out and make up a length of 25metre x 70 millimetre hose five times.

Instruction will be provided prior to commencement of the exercise and will be completed within 11 minutes.

5. **Breathing Apparatus and Confined Spaces.**

You will make your way through a crawling gallery as part of a team. You will be working in a confined environment whilst wearing fire kit and breathing apparatus. You will be given information to remember which you will then be required to relay to the assessors.

You will be guided through this exercise by experienced instructors who will assess your ability to cope with this environment, to work as an effective team member and to be able to communicate with others.

How can you prepare for this test?

In terms of working in confined spaces there is little you can do to prepare for this. If you suspect that you may have difficulty working in confined spaces, in darkness, please tell us and we will try to support you in this environment. You may well not be aware of this until you actually experience this test.

N.B. We regret that the wearing of facial hair is not compatible with the safe wearing of Breathing Apparatus which is an integral part of a Firefighters Personal Protective Equipment. If you wear a beard for religious reasons, please contact the Service Equality Officer to discuss this issue.

Stage 3 Eye/Medical Examinations

Eyesight

The following have been accepted by the Board as eyesight standards for recruitment and retention of Firefighters:

- The use of aids to vision will be possible at recruitment stage.
- Corrected visual acuity should be 6/9 with both eyes and a minimum of 6/12 in the worse eye.
- The minimum uncorrected vision for recruits will be 6/18, 6/24.
- There will be a minimum requirement to read N12 at 30cm (with correction).
- There is a requirement to be considered colour safe, i.e. certain degrees of colour impairment may be acceptable.

You will be required to provide a full visual assessment by a specialist registered on the Ophthalmic List (Optician, Optometrist, and Ophthalmologist). Final decisions regarding acceptability will remain with management based on advice given by the Fire Service Medical Adviser and health and safety considerations.

Medical Examination

The medical examination will be conducted by the Fire Service Medical Adviser.

You will be required to complete a medical questionnaire and undergo a medical examination. You may be required to give your consent for us to contact your GP as part of the process to obtain further information where necessary.

Please note that there is no absolute bar to employment, however as part of the recruitment process we shall investigate any illness or injury you may have and assess how this may affect your employment as a Firefighter. Failure to declare relevant information at this stage may result in subsequent dismissal from the Service.

The medical examination will be held at Kirkcaldy Fire Station and will be carried out by the Occupational Health Advisor and the Service Medical Advisor. The approx length of this examination is 1 hour and 30 minutes.

If you have any concerns about this you may contact our Occupational Health Advisor on 01592 261520 at any stage in the process. Calls can be made in confidence.

Stage 4 Disclosure Scotland

This post requires a Standard Disclosure check. You will be sent a Disclosure Scotland Form for completion. Payment for this check will be made by Fife Fire & Rescue Service directly to Disclosure Scotland. (Please note that a Standard Disclosure Check will show any spent and unspent convictions as defined in the Rehabilitation of Offenders Act 1974).

References

On your application form we will have asked you to supply 2 references. Please note that one of which **must** be a reference from your current or most recent employer. We will send for references after your Disclosure Scotland report if satisfactory.

If you are successful in all of the above stages then we will make arrangements for you to undertake Training at Service HQ and the Scottish Fire Service College. You will be allocated to your retained station and will undertake training on your training night but will not take part in fire drills until you have completed all aspects of training.

TRAINING

Once candidates have met all of the above conditions you will be issued with an Offer of Employment and given a start date with the Service. Training will commence with your attendance at your retained duty system station on its allocated drill night.

You will then be required to attend the Scottish Fire Service College, Gullane for a two week training course. This course is a residential course, Monday to Friday, and accommodation will be provided.

Upon completion of this course you will then be able to attend operational incidents in a limited role to obtain experience.

You are also required to attend a three week residential Phase I and Phase II Breathing Apparatus Course at the Fire Service College, Gullane.

Further training will take place at your retained station. However, you may be required to attend any course for which you are nominated, pertinent to your post.

Training in the Fire and Rescue Service is ongoing and is safety critical. Attendance at Station Training Nights is therefore mandatory with the exception of periods of annual leave, and is paid separately to the Retaining Fee and does not relate to the level of that fee.

Attendance is required at weekly training nights on Station.

Attendance is required for incidents during period of availability

Attendance at training courses as required.

Please refer to the job specification/profile for more information or visit our website www.fifefire.gov.uk for Service specific information.