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| Post Title: Firefighter (Wholetime) | Director/Service/Sector | | Office Use |
| Grade/Role : Firefighter | Workplace: As directed by CFO | | JE ref: |
| Responsible to: Crew/Watch Manager | Date: February 2015 | Manager Level: | HRMS ref: |
| <p>Job Purpose: To save life, reduce risk, provide humanitarian services and to protect the environment in the most competent manner.</p> <p>To act individually and as part of a team in order to carry out the requirements of the job and develop ownership of Community Safety in accordance with the organisational goals</p> | | | |
| Resources | Staff | | |
| | Finance | | |
| | Physical | | |
| | Clients | | |
| <p>Duties and key result areas:</p> <p>1. Inform and educate the community improving awareness of safety matters:</p> <ul style="list-style-type: none"> ● To respond to direct requests for safety information, attend special events or leaflet drops both at your normal workplace and out in the community; ● To participate either unsupervised or as a member of team at community events organised by the organisation or community groups as directed; ● To deliver safety education/messages to target groups in the community and those attending your work location; ● To help educate members of the community in the risks and hazards of fire and attending evening or weekend events within the relevant duty system as appropriate; ● To assist in service initiatives, programmes and strategies to reduce fire calls and support the delivery of national and regional community safety campaigns and organisational aims and objectives; ● To assist learning and promote understanding of safety matters through demonstration of fire safety, first-aid fire fighting, calling Emergency Services and fire survival methods; ● To assist the organisation in raising the role and profile of the Fire Service in the community; ● To facilitate events in both formal and informal activities with the local community; ● To assist in the design, delivery and evaluation of community safety campaigns to the community. <p>2. Save and preserve endangered life:</p> <ul style="list-style-type: none"> ● To attend operational incidents; ● To conduct a search to locate life involved in incidents; ● To rescue life involved in incidents; ● To provide treatment to casualties; ● To deal with emergencies as directed and work effectively and efficiently as a member of a disciplined team and supporting people involved in rescue operations. <p>3. Resolve operational incidents:</p> <ul style="list-style-type: none"> ● To control and extinguish fires; ● To resolve incidents other than those involving a fire or hazardous materials; | | | |

- To support people involved in an operational incident;
- To drive, manoeuvre and redeploy fire service vehicles, as appropriate;
- To respond immediately and safely to all emergency calls and requests for assistance;
- To check firefighting resources provided for Fire Service use including hydrants and fixed installations as directed.

4. Take responsibility for effective performance:

- To be proactively involved in taking responsibility for your performance ensuring your own health and fitness for work in line with your organisation's Occupational Health Policy;
- To maintain personal appearance, hygiene and cleanliness of uniform in keeping with a disciplined service;
- To be committed to and involved in developing and maintaining proactive working relationships with colleagues, team members, line managers and external contacts;
- To ensure compliance with fairness, equality and diversity legislation and NFRS existing Fairness and Equality Policy in all aspects of the working environment;
- To actively promote diversity and equality in the workplace;
- To recognise health and safety issues at work and deal with them to minimise or eliminate the degree of hazard or risk.

5. Develop own skills and improve your performance with the Service training procedure:

- To be personally involved in and committed to continually improving your performance through self-assessment and proactive action to resolve your development needs;
- To be actively involved in de-briefs and performance reviews and use of your Personal Development Record to maintain competency levels appropriate to role;
- To undertake training as necessary;
- To take part in a continuous training programme by attending lectures, exercises, practice drill sessions and other forms of training to maintain competence levels;
- To attend development training including internal and external courses in accordance with organisational need as directed.

6. Support effectiveness of operational response:

- To collect and disseminate information on risks in your community;
- To collect and disseminate information on resources in your community and have knowledge of local streets, roads and buildings situated within the station area;
- To maintain internal resources;
- To assist with the co-ordination and operation of the relevant station, including administrative and clerical duties as directed
- To serve at any location under any duty system as directed by the Chief Fire Officer;
- To complete routine administration including the accurate recording of information as directed;
- To use information technology as required and in accordance with Data Protection Act 1998;
- To maintain all firefighting and emergency equipment in a state of readiness including cleaning, repairing and testing as directed and to approved standards and procedures.

7. Support the development of colleagues in the workplace:

- To communicate your own skills and knowledge to colleagues, possessing the ability to pass on your skills and knowledge at key opportunities, in order to assist colleagues to improve their understanding and performance. This includes opportunities that arise from normal work activities and during debriefs and performance reviews;
- To actively and proactively provide support to colleagues, taking opportunities to assist with the development of skills and competence through demonstration and instruction. This may apply to new colleagues and to existing colleagues who are in a new working situation.

8. Protect the environment from the effects of hazardous materials:

- To mitigate damage to the environment from hazardous materials;
- To decontaminate people and property affected by hazardous materials;
- To support people involved in hazardous materials incidents.

9. Contribute to fire safety solutions to minimise risks to your community:

- To inspect premises to minimise risks to people, property and the environment;
- To report on issues arising at inspection;
- To prepare and produce written and oral reports on inspections. Reports will be in the agreed format and produced to specified deadlines.
- To react to the inspection process by providing solutions to an identified risk within a domestic or commercial environment. (Undertaken after necessary training and development).

10. Role Specific Responsibilities

- To undertake such other duties commensurate with the level of responsibility and expertise as may be required by the Chief Fire Officer from time to time.
- To assist with the co-ordination and operation of the relevant station, including administrative and clerical duties as directed.
- To serve at any location under any duty system as directed by the Chief Fire Officer.
- To complete routine administration including the accurate recording of information as directed.
- To ensure compliance with the Data Protection Act 1998 and ensure data security is maintained.
- To maintain all firefighting and emergency equipment in a state of readiness including cleaning, repairing and testing as directed and to approved standards and procedures.
- To check firefighting resources provided for Fire Service use including hydrants and fixed installations as directed.
- To recognise health and safety issues at work and deal with them to minimise or eliminate the degree of hazard of risk;
- To ensure personal safety and that of others at all times

11. Health & Safety (General Policy)

- By reference to current health & safety legislation and the Service's Health and Safety Policy to ensure that:
- A safe place of work is maintained by the establishment and continuance of health & safety inspections of premises and equipment;
- All accidents involving personnel and/or equipment are investigated and reported in line with prescribed principles
- All health and safety defects are reported as appropriate.

12. Diversity And Equality (General Policy)

- To champion a sustainable improvement in equality practice at a corporate and departmental level.
- To ensure a clear understanding, commitment to and responsibility for diversity and equality as detailed in NFRS Strategic Plan and Diversity and Equality Policy.
- To ensure the positive promotion of diversity and equality throughout the Fire and Rescue Service particularly in terms of service delivery.
- To be responsible for managing Diversity and Equality Policies through leadership and a positive attitude to secure continuous improvement in organisational culture.

13. Safeguarding Children And Vulnerable Persons

- To promote the application of NFRS Safeguarding Policies.

14. Environmental Strategy

- To demonstrate and understanding and commitment to the Service's Environment Strategy in relation to the environment and carbon reduction policies.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holder is expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade which has been established on this basis.

Transport requirements:

Working patterns:

Working conditions:

To report to designated station for periods of duty

Varied, including a 4 day shift pattern

Grey book Terms & Conditions

| | | |
|--|---|---|
| Post Title: Firefighter | Director/Service/Sector: NFRS | Ref: |
| Essential | Desirable | Assess by |
| Knowledge and Qualifications | | |
| <ul style="list-style-type: none"> • Demonstrate by qualification the ability to obtain a reasonable academic standard • Hold a current driving licence | <ul style="list-style-type: none"> • Hold a current HSWA First Aid at Work certificate | <p>c</p> <p>c</p> |
| Experience | | |
| <ul style="list-style-type: none"> • None | | |
| Skills and competencies | | |
| <ul style="list-style-type: none"> • Demonstrate ability to work ant heights and confined spaces. • Demonstrate a high level of manual dexterity. • Demonstrate the ability to remain calm under extremes of physical and mental pressure. • Demonstrate the ability to work as a member of a team. | | <p>t</p> <p>t</p> <p>t</p> |
| Physical, mental and emotional demands | | |
| <ul style="list-style-type: none"> • Be over 18 years of age • Be of good character. • Be physically and medically fit and free from organic diseases • Must not suffer from vertigo, claustrophobia or fainting fits of any description. • Good unaided vision in both eyes and not colour blind • Able to follow orders or instructions and work under pressure. | | <p>c</p> <p>r</p> <p>t</p> <p>medical</p> <p>medical</p> <p>i</p> |
| <p>Key to assessment methods; (a) application form, (c) certificates (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visit</p> | | |