

BEDFORDSHIRE & LUTON FIRE & RESCUE SERVICE**JOB DESCRIPTION (Uniformed Posts)**

POST TITLE Firefighter (Retained Duty System)	POST NO
SECTION / AREA / LOCATION Area Command, North or South Amphill, Bedford, Kempston, Harrold, Sandy, Potton, Biggleswade, Shefford, Woburn, Leighton Buzzard or Toddington	ROLE and JOB SIZE: Firefighter
RESPONSIBLE TO: Crew Commanders	RESPONSIBLE FOR: None
OVERALL PURPOSE OF THE JOB As a member of a Retained Duty System Section, to assist in maintaining the operational readiness of station resources, to respond to operational incidents as required and to undertake community safety activities in order to contribute to the delivery of protection, prevention and emergency response services to the community so as to save and protect life, property and the environment.	

Key Accountabilities	Role Map Unit
1. To respond immediately and safely to all operational incidents as required, undertaking firefighting, rescue and other actions in order to save and protect life, property and the environment, providing support and minimising distress to those affected, and contributing to the resolution of the incident.	FF3 FF4 FF5
2. To undertake the inspection of operational risk premises and sites in the station area, ensuring information and plans are disseminated to all relevant people in accordance with Service policies and procedures.	FF6
3. To participate in Community Safety initiatives, providing information, education and advice to promote understanding of safety matters so as to reduce risk in line with identified needs and foster positive relations with the local community in support of service objectives.	FF1
4. To undertake fire safety inspections of premises, completing reports and taking action as required so as to reduce risk and, where applicable, ensure compliance with legislative requirements.	FF8
5. To undertake the routine testing and maintenance of station operational appliances, equipment and other resources and personal protective equipment in order to ensure its operational readiness.	FF6
6. To participate in a structured programme of training and development and to undertake self-development activities in order to achieve and maintain competence against National Occupational Standards for that role and in line with Service objectives	FF2
7. To assist in the training and development of colleagues, as required, communicating own skills and knowledge and through demonstration and instruction.	FF7

8. To take personal responsibility for own performance, ensuring personal appearance, conduct and levels of fitness are maintained in line with Service standards	FF2
9. To undertake driving of Fire and Rescue Service vehicles including their operation and deployment at incidents commensurate with the level of training received.	FF9
10. To actively promote and demonstrate personal commitment in respect of the Service's values and policies concerning quality of service and customer care, equality, diversity, and health, safety and welfare.	Integral to all Units

NOTES:

1. The contents of this Job Description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements. Whilst the Job Description details key accountabilities of the post it is not intended to be a comprehensive account of all duties that the post holder may be required to perform. Other duties that reasonably correspond to the general character of the post and are within the applicable national role map and job size determination may be required. In line with national conditions, the Service may require staff to perform any reasonable activity within their role map. The national role map applicable to this post is attached to this Job Description.
2. The post holder is required to comply with relevant legislation and policies and procedures of Bedfordshire and Luton Combined Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the post holder.
3. In line with national conditions, initial appointment to any uniformed role is made 'under development' and confirmation in role is dependent upon successful completion of the development programme and attainment of competence in the role within acceptable timescales.
4. It may on occasions, be necessary to appoint to uniformed posts on a temporary basis, personnel who have not demonstrated, through successful completion of the relevant ADC/In-band Interview process, that they have the required potential for the role in question. On such occasions, it will be necessary to restrict the number and/or extent of the accountabilities and activities undertaken by the temporary post holder. Whilst training, development and appropriate access to assessment of competence will be provided in respect of the restricted performance, such temporary post holders will not be entitled to access the full development programme leading to full attainment of competence in the role. The nature and extent of the restrictions on accountabilities, activities, training, development and assessment will be agreed by the Line Manager, the Personnel Manager and the Staff Development & Safety Manager in discussion with the temporary post holder, at the time of appointment.

	Signature	Name / Designation	Date
Produced By (Line Manager)			
Checked By (Personnel)			
Checked By (Staff Development)			
Received By (Post Holder)			

NATIONAL ROLE MAP: FIREFIGHTER

Unit title:	FF1 – Inform and educate your community to improve awareness of safety matters
Element titles:	FF1.1 Promote safety matters to inform your community FF1.2 Facilitate learning through demonstration and instruction
Unit title:	FF2 – Take responsibility for effective performance
Element titles:	FF2.1 Take responsibility for personal performance FF2.2 Establish and maintain effective working relationships with people FF2.3 Develop your own skills to improve your performance
Unit title:	FF3 – Save and preserve endangered life
Element titles:	FF3.1 Conduct a search to locate life involved in incidents FF3.2 Rescue life involved in incidents FF3.3 Provide treatment to casualties FF3.4 Support people involved in rescue operations
Unit title:	FF4 - Resolve operational incidents
Element titles:	FF4.1 Control and extinguish fires FF4.2 Resolve incidents other than those involving a fire or hazardous materials FF4.3 Support people involved in an operational incident
Unit title:	FF5 - Protect the environment from the effects of hazardous materials
Element titles:	FF5.1 Mitigate the damage to the environment from hazardous materials FF5.2 Decontaminate people and property affected by hazardous materials FF5.3 Support people involved in hazardous materials incidents
Unit title:	FF6 – Support effectiveness of operational response
Element titles:	FF6.1 Collect information on risks in your community FF6.2 Collect information on resources in your community FF6.3 Maintain internal resources
Unit title:	FF7 – Support the development of colleagues in the workplace
Element titles:	FF7.1 Communicate your skills and knowledge to colleagues FF7.2 Support the development of colleagues
Unit title:	FF8 – Contribute to fire safety solutions to minimise risk to your community
Element titles:	FF8.1 Inspect premises to minimise risks to people , property and the environment FF8.2 Report on issues arising from an inspection
Unit title:	FF9 – Drive, manoeuvre and re-deploy fire service vehicles
Element titles:	FF9.1 Drive vehicles to incidents FF9.2 Manoeuvre, site ad re-deploy vehicles.

BEDFORDSHIRE & LUTON FIRE & RESCUE SERVICE**PERSONNEL SPECIFICATION – UNIFORMED POSTS**

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SECTION / AREA / LOCATION Area Command, North or South Amphill, Bedford, Kempston, Harrold, Sandy, Potton, Biggleswade, Shefford, Woburn, Leighton Buzzard or Toddington	ROLE AND JOB SIZE Firefighter
RESPONSIBLE TO: Crew Commanders	RESPONSIBLE FOR: None

Listed below are the qualifications, experience and the personal qualities and attributes necessary for appointment to the post. These are the criteria against which suitability for appointment to the post will be assessed. Personal records will be checked to confirm details supplied by applicants. In line with national conditions, initial appointment to any role is made 'under development' and confirmation in role is dependent upon successful completion of the development programme and attainment of competence in the role within acceptable timescales.

Requirement	Essential or Desirable	Identified By
<u>Qualifications and Experience</u>		
Full Driving Licence with no pending issues	Essential	Production of Driving Licence / AF
Experience of undertaking tasks of a practical nature	Desirable	Application Form & Interview
Experience of working in a team environment	Desirable	Application Form & Interview

<u>Physical Attributes</u>		
At least 18 years of age on entry	Essential	Application Form
Good Eyesight and colour vision, in line with entry standards (with artificial aids, where applicable)	Essential	Medical
Good hearing in line with functional standards (with artificial aids, where applicable)	Essential	Medical
Ability to work comfortably at heights	Essential	Practical Tests
Ability to work comfortably in confined spaces	Essential	Practical Tests
Physically fit with good aerobic capacity	Essential	Medical and Practical Tests

<u>Personal Qualities & Attributes</u>		
Diversity Understands and respects diversity and adopts a fair and ethical approach to others	Essential	Application Form, Written Test, Interview and References
Openness to Change Is open to change and actively seeks to support it	Essential	Application Form, Written Test, Interview and References
Confidence and Resilience Maintains a confident and resilient attitude in highly challenging situations	Essential	Application Form, Written Test, Interview, References and Job Related Tests
Working with Others Works effectively with others both within the Fire and Rescue Service and in the community	Essential	Application Form, Written Test, Interview and References
Effective Communication Communicates effectively both orally and in writing	Essential	Application Form, Written Test, Interview and References
Commitment to Development Committed and able to develop self and others	Essential	Application Form, Written Test, Interview and References
Problem Solving Understands, recalls, applies and adapts relevant information in an organised, safe and systematic way	Essential	Application Form, Written Test, Interview, References and Job Related Tests
Situational Awareness Maintains an active awareness of the environment to promote safe and effective working	Essential	Application Form, Written Test, Interview, References and Job Related Tests
Commitment to Excellence Adopts a conscientious and proactive approach to work to achieve and maintain excellent standards	Essential	Application Form, Written Test, Interview and References

<u>Personal Qualities & Attributes</u>		
Basic level of numeracy	Essential	Written Test
Awareness of the role of a Firefighter	Essential	Interview
Awareness of the role of the Fire and Rescue Service	Essential	Interview
To be capable of meeting the response time and availability requirements of the particular station and post	Essential	Interview

	Signature	Designation	Date
Produced By (Line Manager)			
Checked By (Personnel)			
Checked by (Staff Development)			
Received By (Post Holder)			