**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** Firefighter |
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| **RESPONSIBLE TO:** Crew Commander |
| **RESPONSIBLE FOR:** None |
| **PURPOSE OF POST:** To deliver the Service’s aim, priorities and objectives and promote the safety and well-being of individuals and communities by preventing, protecting and responding to incidents and emergencies.  **MAIN DUTIES AND RESPONSIBILITES**  Aligned to Core Firefighter Role Map Duties & Competences (FF1 – FF9):   1. Inform and educate your community to improve awareness of safety matters.  * Promote safety matters to inform your community. * Facilitate learning through demonstration and instruction.  1. 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. 2. 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. 3. Resolve operational incidents.    * Control and extinguish fires.    * Resolve incidents other than those involving a fire or hazardous materials.    * Support people involved in an operational incident. 4. 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. 5. Support effectiveness of operational response    * Collect information on risks in your community.    * Collect information on resources in your community.    * Maintain internal resources. 6. Support the development of colleagues in the workplace.    * Communicate your own skills and knowledge to colleagues.    * Support development of colleagues 7. Contribute to fire safety solutions to minimise risks to your community.    * Inspect premises to minimise risks to people, property, and the environment.    * Report on issues arising from an inspection. 8. Drive, manoeuvre and re-deploy fire service vehicles.    * Drive vehicles to incidents    * Manoeuvre, site and re-deploy vehicles. 9. Respond immediately and safely to all emergency calls and requests for assistance, in-line with on-call and duty system commitments. 10. Maintain the required level of personal fitness necessary to carry out all the duties of a Firefighter, taking responsibility for maintaining personal fitness, health, and wellbeing in order to undertake the role safely.   **SECONDARY DUTIES AND RESPONSIBILITIES:**   * 1. To Implement and promote the Authority’s:   2. Health and Safety policy   3. Equality and Diversity policies   4. Information Security Management System policies   5. Safeguarding policy   6. Business continuity policy and contingency arrangements   7. Responsibility for ensuring any data produced in relation to the post is accurate and current.   8. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.   9. To demonstrate and uphold the service values and to promote the organisation in a positive manner.   10. Undertake any other duties commensurate with the rank of the post as directed by line management. |

**Special Conditions of Firefighter recruitment**

The successful completion of a Disclosure Scotland check (DBS) is required for this post.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA**

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the job by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form. Please list or number the competency criteria against which you are providing evidence/examples.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e. items you must be able to do from day one to be able to do the job. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

There may be some criteria that are identified through ‘Selection Process’ only. You will only be assessed on these criteria during the selection process and not from your application form, this may involve tests, presentations, interview etc.

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|  | **Experience** | **Essential/ Desirable** | **Source** |
|  | Possess practical experience of emergency operations | Essential | Application & Selection Process |
|  | Proven experience of working with the Community | Essential | Application & Selection Process |
|  | Proven experience of working effectively within a team | Essential | Application & Selection Process |
|  | Demonstrates commitment to FF-WM Personal Qualities and Attributes (PQA) and WYFRS Core Code of Ethics & Our Values | Essential | Selection Process |

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|  | **Education and Training** | **Essential/ Desirable** | **Source** |
| 1. 1 | Evidence of continuous commitment to develop self and others. | Essential | Application & Selection Process |
| 1. 2 | Achieve and maintain the required fitness levels to meet operational requirements. | Essential | Selection Process |
| 1. 3 | Experience, knowledge and understanding of a Firefighters role. | Essential | Application & Selection Process |
|  | Possess Level 3 NVQ Diploma in Emergency Fire Service Operations in the Community Qualification or equivalent. | Desirable | Application |
|  | GCSE Mathematics and English Grades A-C / 4 and above (or equivalent qualifications) | Essential | Application |

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|  | **Special Knowledge and Skills** | **Essential/ Desirable** | **Source** |
| 1. 5 | Evidence of the ability to work under supervision, take direction and where appropriate work independently using own initiative | Essential | Application & Selection Process |
| 1. 6 | Evidence of establishing and maintaining effective and respectful working relationships with colleagues and other agencies to contribute to a positive working environment. | Essential | Application & Selection Process |
| 1. 7 | Understand and respect inclusion and adopting a fair and respectful approach to others. Challenge inappropriate behaviours in others. | Essential | Application & Selection Process |
| 1. 9 | Demonstrate a commitment to providing a high-quality standard of service within an organisation and the community | Essential | Application & Selection Process |
| 1. 10 | Evidence of a confident and resilient attitude in highly challenging situations and use personal judgement to contribute towards successful outcomes. | Essential | Application & Selection Process |
| 1. 11 | Evidence of being open to change with a desire to actively seek and support it. | Essential | Application & Selection Process |
| 1. 12 | Evidence of demonstrating a conscientious and proactive approach to achieve excellent standards and maintain the trust and confidence in the organisation | Essential | Application & Selection Process |
| 1. 13 | Experience in problem solving by understanding, recalling, applying, and adapting relevant information in an organised, safe, and systematic way | Essential | Application & Selection Process |
| 1. 14 | Commitment to fulfil the requirements of the Authority’s shift systems and be prepared to work throughout West Yorkshire and the UK as required, to meet the demands of the Service | Essential | Application |
| 1. 15 | Hold and maintain a current full valid UK driving licence. | Essential | Application |
| 1. 16 | Hold and maintain a current full valid UK LGV driving licence. | Essential | Application |
|  | Hold and maintain a current full valid UK LGV ERD driving qualification. | Essential | Application |
|  | Proficient in English written and spoken language and able to communicate effectively to a range of diffrerent audiences. | Essential | Application & Selection Process |
|  | Reside within a 5-minute turn in area of the station or be prepared to (RDS & Day Crewing Duty Sytem only). | Essential | Application |