# TERMS & CONDITIONS

Job Title: Fire Protection Supervisor – **internal only**

You will be based at Service Delivery Centre or in any post appropriate to your grade at such other place of employment in the Authority's service as may be required.

This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home.  The actual working pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs. The contract of employment will outline all terms and conditions specific to hybrid working and these should be carefully considered.

Salary is Grade 8: £42,403 to £45,441 plus 5% market supplement by 4 annual increments or Station Manager A

Salaries paid 4 weekly by credit transfer to bank or building society.

Hours – 37 per week.

**Please be advised this post is only open to West Yorkshire Fire & Rescue employees.**

The normal working week is 37 hours from Monday to Friday with a minimum break of 20 minutes. Your actual hours of duty will be as agreed between the employee and manager, in line with the flexible working policy (which allows employees to accrue time and take flexi leave) and subject to the exigencies of the service.

**Leave entitlement Grey book,** 28 scale A, 5 scale B, 8 Public holidays and 3 long service (after 5 years’ service).

Leave entitlement Green book, if working 5 days per week the full years entitlement will be 25 days rising to 30 - after 5 years’ service - plus any statutory public holidays that may fall – Working less than 5 days per week this leave will be pro-rated accordingly.

Automatically join Local Government Pension Scheme - unless opt out, further information will be given with contract of employment.

We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs.

Training includes Diversity for Everyone, Manual Handling and Working Safely within the first three months of service.

No smoking on any Authority premises and vehicles.

Free onsite parking.

There are sports and social facilities available such as gym/fitness equipment at HQ and most stations; various social sections such as a walking section, scuba diving section; discounts on things such as annual travel insurance.

Please note, if you have been employed as an Operational Firefighter, and are in receipt of a Firefighter’s pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement – further details can be provided on request. It’s also worth noting that you may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

During the recruitment process, in line with present Authority policy, it may be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer.

The post requires a full valid driving licence. You will be required to give permission for this Authority to check your driving licence entitlement and any restrictions. You should note that this may have a bearing on your application.

The post is subject to receipt of satisfactory references, medical screening, Disclosure & Barring check and completion of Baseline Personnel Security Standard checks.