

## CUMBRIA FIRE & RESCUE SERVICE ON CALL FIREFIGHTER RECRUITMENT

**In order to apply YOU MUST live or work within 5 minutes of the station**

If you would like to be added to our contact list for future on call firefighter vacancies please let us have your name, address, e-mail address, mobile telephone number and details of where you work, if applicable.

**Please note Carlisle East and West fire stations do not have on call firefighters.**

CUMBRIA FIRE & RESCUE SERVICE UNDERTAKE A ROLLING RECRUITMENT CAMPAIGN AND WE WILL ADVERTISE FOR NAMED STATIONS AND RECEIVE APPLICATIONS AT SPECIFIC TIMES THROUGHOUT THE YEAR. IF THE SITUATION CHANGES AT YOUR LOCAL STATION BY THE CLOSING DATE, YOU MAY STILL BE INVITED TO ATTEND THE SELECTION PROCESS AND IF SUCCESSFUL, YOUR APPLICATION WILL BE HELD ON A RESERVE LIST FOR A SET PERIOD OF TIME – DEPENDENT ON WHAT STAGE OF THE PROCESS HAS BEEN COMPLETED.

The first stage of the recruitment process is the application stage:

**Application Form** – You will complete the Cumbria County Council application form and the form headed 'Supporting information for On Call Application'. **DO NOT** send a Curriculum Vitae (CV), only completed application forms will be considered.

**Availability Form (124a)** – You will complete form 124a carefully following the instructions on the form. **Please Note: It is important that you specify the actual number of hours available as this will become a contractual commitment if you are appointed.**

**Employer's Consent Form** - If you are employed you must ask your employer to sign the Employer's Consent Form.

**Job Description and Person Specification** – You will need to refer to this document when completing the supporting information section of the Cumbria County Council application form.

If you are selected to go forward to the next stage, you will be invited to the physical tests/written tests. You can view videos of the physical tests and a practice booklet which supports the written tests on our website [www.cumbria.gov.uk/oncall](http://www.cumbria.gov.uk/oncall)

Please note that you *must* pass the physical/written tests to go forward to the next stage, which are the Interviews.

**Fitness Guidance - Please take note of the fitness guidance, as you will be tested for your level of fitness.** *If you do not reach the required fitness standard at the physical tests and at your pre-employment medical, then your application cannot be taken any further during this recruitment campaign.*

Medical Examinations for selected candidates will be held at designated Fire & Rescue Service premises.

**NB: Please note that attendance at the above tests, interview and medical examination is purely voluntary and the Service will not pay any expenses.**

If you are offered a position as an On Call firefighter you will be required to attend one of the Training Courses and Induction Programme:

Training Course 1		Training Course 2	
Induction Day	1 day	Induction Day	1 day
<u>Week 1</u> Initial Training	5 days	<u>Week 1</u> Initial Training	5 days
<u>Week 2</u> Breathing Apparatus Course Fire Behaviour Training	6 days	<u>Week 2</u> Breathing Apparatus Course Fire Behaviour Training	6 days

### **On Call Firefighters**

On Call firefighters are an essential part of the Fire & Rescue Service which serve rural communities. They respond to pagers when an emergency call is received and must live or work within five minutes of the fire station. Clearly, flexibility is key and you will need to be either at home, self-employed or have an employer who is supportive and willing for you to leave work at a moment's notice to attend an emergency.

### **What's involved in being an On Call Firefighter?**

As a firefighter you will be called upon to tackle a wide range of emergency situations where your problem solving skills and initiative will be vital to resolving issues quickly and calmly. Incidents vary from tackling fires and rescuing people from burning buildings to dealing with chemical spillages and road traffic collisions. A sensitive approach will be required when dealing with members of the public who may be distressed and confused.

There is also the opportunity to work closely with the community to increase the level of awareness and so prevent incidents from occurring in the first place. Being able to communicate effectively to schools, community groups, voluntary organisations and others is important, as is treating people with dignity and respect regardless of their background or culture.

## **FOUR STAGES TOWARDS BECOMING A FIREFIGHTER**

### **Stage 1: Initial Application**

The completion of the application form is your opportunity to describe the knowledge, experience, personal skills and attributes that you have for the role of 'On Call' Firefighter. The application form asks you to demonstrate how you meet the requirements of the role and you should tailor your responses to show how you meet the essential and desirable elements of the job as described in the person specification. When completing the application form, you should draw on any of your experiences from home life, leisure activities; work (paid or unpaid) voluntary work or education and provide examples to demonstrate how you meet each element described in the person specification.

The Fire & Rescue Service is guided by the Equality Act 2010 and has a legal duty to consider making reasonable adjustments for all applicants who declare any disability. The legislation is intended to ensure that disability should not debar an individual from a job

unless it would genuinely and significantly impede that person from doing the work and there is nothing the employer could reasonably be expected to do to overcome this.

If you would find it helpful to have a copy of the Application Form in another language, please contact Human Resources straightaway on 01768 812558. NB. Returned Application Forms must be completed in English.

## **Stage 2: Physical Tests**

Initially you will be asked to complete a 'progression shuttle run assessment' or 'bleep test'. ***Please bring appropriate clothing and footwear.***

The other tests which assess an applicant's physical competence and their confidence and ability to follow instructions include: Ladder Climb, Casualty Evacuation, Ladder Lift, Enclosed Space, Equipment Assembly and Equipment Carry. Your grip strength will also be assessed.

## **Stage 3: Written tests**

This section consists of different tests which assess an applicant's ability to process information, problem solve and work with numbers.

The following are the three National Firefighter Ability (NFA) tests: - Understanding Information, Situational Awareness and Working with Numbers.

## **Stage 4: Interview, References and Medical**

You will be asked questions relating to your knowledge, skills and attributes to determine your suitability for the role of a Firefighter. At the interview stage, ensure you are well prepared, have done research into the Fire & Rescue Service and the post you hope to fill, turn up on time and in a presentable manner.

References will only be sent for if you are successful at interview, prior to your medical. You will need to supply one personal referee and details of your current or previous employer for references to be obtained. Please ensure you have the referee's permission to provide their details on your application form. Where suitable references are not provided, an offer of employment will not be made.

**Please note references cannot be from a spouse, partner or relative.**

You will be asked to attend a medical where you will be examined by the Fire & Rescue Service Physician and your medical records obtained from your GP. You will be asked to complete a questionnaire covering your medical history and the medical will include a physical examination and a range of tests including: hearing test, lung function, blood pressure test. You must bring evidence of your eyesight standard to the medical examination.

## **Equal Opportunities**

The Authority is an Equal Opportunities employer. The Service's policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic origin, sexual orientation, religion/belief, age or marital status.

## **Positive Recruitment Action**

We are working towards achieving a Fire and Rescue Service that is representative of our community and we will support and encourage applications from currently underrepresented groups such as women and black and minority ethnic groups.

## Health and Fitness

You must be able to pass physical fitness tests. Enclosed is guidance on how you can work towards achieving the fitness levels required. You must be able to pass the medical examination designed to ensure you can safely undertake firefighting duties.

## Firefighter Eyesight Standards

Cumbria Fire and Rescue Service require candidates to meet the eyesight standards for a DVLA Group 2 licence.

Further information is available at [www.dft.gov.uk/dvla/medical/aag/A/Acuity.aspx](http://www.dft.gov.uk/dvla/medical/aag/A/Acuity.aspx)

Normal colour vision or slightly abnormal red/green colour vision are acceptable. If a candidate does not pass the Ishihara test performed by the optician, then two further tests can be undertaken by Occupational Health to determine the severity and type of colour vision deficiency.

## Refractive Eye Surgery

Successful laser eye surgery is compatible with working as an operational firefighter (except for Radial Keratotomy, which is NOT allowable). However, we would not allow you to join the fire service until at least 6 months have elapsed from the date of your surgery, and we would also expect you to provide us with the following information to ensure that the surgery has been successful:

- A statement from an optometrist stating that the surgery had been successful.
- A statement from an optometrist that a slit lamp examination is normal.
- Results of vision tests done in low lighting condition (such as a LogMAR test or Pelli Robson chart test).
- Results of your eye examination tests before you had the laser eye surgery performed. If your vision was very poor prior to the surgery (i.e. worse than -6.00 diopters for myopia and +4.00 diopters for hypermetropia), you remain at risk of certain eye problems and at these levels, we would not be able to accept you into the fire service.

## Hearing Standards

It is essential that you have a reasonable standard of hearing for this post. If you have ever been seen by a consultant because of your hearing, please provide us with full details so that we can consider if it is necessary to contact your consultant, with your consent.

**Please note the Authority cannot be responsible for any cost incurred by individuals in this respect.**

## Training

The period of training is very arduous and requires stamina on your part to enable you to cope successfully with the many demanding aspects of initial training and you are advised to prepare yourself mentally and physically in advance. Training is an ongoing process and continues throughout your career to meet the ever changing problems and hazards handled by the Service; for example, lectures and practical demonstrations of, safety procedures and usage of newly developed specialist equipment. There are many specialist skills required in the Fire & Rescue Service and thorough training is always given.

Initially you will work on learning the skills and acquiring the necessary underlying knowledge to perform the role of firefighter. This is likely to include activity at a number of Service locations.

You must successfully complete a 2 year probationary period and demonstrate your suitability for the role to secure a permanent contract. Progression to competent firefighter status depends on you achieving and maintaining competent standards of performance. You will then be expected to undertake ongoing training and learning as described below in order to maintain your competence.

You will complete the required training in the core skills of the role in order to achieve competence plus other training courses as the Chief Fire Officer deems necessary which includes the satisfactory completion of a Breathing Apparatus Wearers' Course and subsequent refreshers.

### **Availability Form (Form 124a)**

This form is a contractual commitment and you will be expected to be available for the hours that you have stated (your Line Manager will monitor this). So, be realistic about the commitment you can give, bearing in mind the hours needed for your primary employment and that individuals normally welcome time out for family and other interests.

### **On Call Working Arrangements – Firefighters**

Contract will be for limited (less than 120 hours) or full cover (120 hours) plus completion of 126 (128 if less than 5 years continuous service on this duty system) hours of training per year to cover core training requirements.

Fixed monthly pay will consist of retainer, core training and annual leave. Variable monthly pay will consist of turnouts, attendances, other duties payable at hourly rate.

**Completion of core training** – each On Call Firefighter must attend 94 hours of Core Training either at the scheduled Drill Nights at their employing station or alternative scheduled training event as part of their contractual requirement.( 96 hours if less than 5 years continuous service on this duty system)

In addition, the service will pay

A combined 32 hours of self-development to include Learnpro to prepare for training activity/courses/assessments, and then to record activities on PDRpro.

### **This gives a total of 126 hours (128 hours if less than 5 years)**

Catch up drills **are permissible providing** that the hours are spent on training activities set out in the core training requirements which the individual has not already completed in the year. Catch up drills will not be permissible for any activity other than core training.

It is expected that the majority of the training will be delivered at an individual's employing station. If an On Call Firefighter chooses to attend a learning event at a different location for their own convenience, no mileage or travel time will be payable. If the Service requires an On Call employee to carry out training at a location other than their employing station, travel time and reimbursement of mileage if the journey is made in employee's vehicle will be payable (need to have business insurance).

Quarterly review of training completed and programmed will be carried out by the manager to check whether an individual has completed the expected training activity and number of hours. Any shortfalls will be discussed with the employee and remedial action (written letter setting out agreed approach to next 3 months and consequences of failure to meet this) will be taken.

### **Annual Leave**

Four weeks paid leave a year on entry (including weekly training session) and five weeks after 5 years continuous service.

## **Pay**

The rates of pay for a firefighter are as follows:

<b>Role</b>	<b>Full Cover Retainer for providing 120 hours per year</b>	<b>Limited cover Retainer for providing less than 120 hours per year</b>	<b>Hourly rate</b>
Firefighter Trainee	£2246	£1684.50	£10.26
Firefighter Development	£2339	£1754.25	£10.68
Firefighter Competent	£2993	£2244.75	£13.67

The annual retainer fee for providing cover of less than 120 hours per week is currently £2244.75 when competent and £1754.25 when you are developing your skills and working towards achieving competence.

## **Pension Scheme**

Membership of the Firefighters' Pension Scheme 2015 is automatic for all new entrants.

## **Health and Safety**

Under the Health and Safety at Work Act 1974, the Authority, has a duty to ensure the safety, health and welfare at work of its employees. It has a duty to consult about arrangements for joint action on health and safety matters, to prepare and bring to the attention of all staff a written statement of its safety policy and, in certain circumstances, to establish safety committees.

The Act places certain duties on employees. Employees have a duty to care for the health and safety of themselves and of others that could be affected by their act or their negligence. In addition they are required to cooperate with the employer and carry out or comply with any duty imposed on them under statutory provisions.

The Authority aims to fulfil its legal obligations and expects its employees to do likewise. Certain requirements are imposed on firefighters for health and safety reasons. For example: hair must be styled such that it does not impair the air seal of the face mask of breathing apparatus; the use of make-up or hair preparations and the wearing of jewellery and watches is prohibited whilst you are on operational duty.

## **Community Volunteers**

Cumbria Fire & Rescue Service also recruits Community Volunteers. These are people from the community assisting with Fire & Rescue community safety initiatives. Community Volunteers work alongside Fire & Rescue Service personnel under the supervision of, and supported by, fire officers. Their function is to assist the community safety departments within each locality, meeting the safety needs of the many diverse areas of Cumbria.

Being a Community Volunteer is about supporting the Fire & Rescue Service and the community. Although the position of Community Volunteer is unpaid, out of pocket expenses such as travelling expenses are reimbursed.

If you want to find out more about volunteering opportunities with Cumbria Fire and Rescue Service please contact the Volunteers Project Officer 01768 812550 or e-mail [volunteers@cumbriafire.gov.uk](mailto:volunteers@cumbriafire.gov.uk). Further information is also available on our website <http://www.cumbriafire.gov.uk/community/volunteers/volunteers.asp>

#### **Further Useful Information Sources:**

Cumbria Fire and Rescue Service [www.cumbria.gov.uk/oncall](http://www.cumbria.gov.uk/oncall) or contact Kasey Grainger on 07776296446 or [recruitmentfire@cumbria.gov.uk](mailto:recruitmentfire@cumbria.gov.uk)

For fitness advice please contact our Fitness Advisor Thomas Wright 07879880350 or e-mail [thomas.wright@cumbria.gov.uk](mailto:thomas.wright@cumbria.gov.uk)

National Fire and Rescue Service <http://www.fireservice.co.uk/recruitment>

National On-call recruitment campaign <https://oncallfire.uk/treadmill/>

For Childcare and Family Support phone the Children's Information Service 0847125 737 or email [childrens.information@cumbria.gov.uk](mailto:childrens.information@cumbria.gov.uk)

Firefit website <http://www.cfoa.org.uk/21082>

**THANK YOU FOR YOUR INTEREST IN CUMBRIA FIRE & RESCUE SERVICE**