

STANDARD JOB PROFILE – FIREFIGHTER

Job Title:	Wholetime Firefighter		
Grade/Role:	Firefighter		
Post Reference	Multiple	Permanent/ Temporary	Permanent
Hours:	42 hours over watch rota		
Reports to:	Crew / Watch Manager		
Responsible for:	No staff report to this post		
Directorate/ department:	Service Delivery - Response		
Location:	Various		
Profile prepared by:	SM Matt Frayne		
Approved by:	AM Andy Mancey		
Profile effective from:	December 2013	Last reviewed:	
Post holder name		Signature	
<p>Main Purpose of the Job:</p> <p>Emergencies</p> <ul style="list-style-type: none"> ○ Respond immediately and safely to all emergency calls and requests for assistance. ○ Deal with emergencies as directed and work effectively and efficiently as an integral part of a disciplined team. ○ Minimise distress and suffering, including giving first aid care. <p>Dealing with people</p> <ul style="list-style-type: none"> ○ Establish and maintain the confidence of members of the public. ○ Maintain links with the community. ○ Work with all members of the community, being sensitive to the needs of others, 			

particularly having regards to equality & diversity issues

Fire safety

- Give general fire safety advice and guidance to people when requested.
- Assist in service initiatives, including the giving of general fire safety advice and guidance to all members of the community through a variety of agreed fire safety initiatives.
- Undertake routine inspections of premises as part of a direct / indirect fire safety legislative requirement

Health and safety

- Practice & promote the Health & Safety policies of the Service and to ensure the development and progression of H&S within the sphere of responsibility of this job and continually maintain a safe working environment.

Personal Fitness

- Maintain the required level of physical to enable you to undertake all duties of a Firefighter

Equipment

- Maintain all firefighting and emergency equipment in a state of readiness, including cleaning, repairing and testing.

Local geography

- Know the local streets, roads and buildings situated around the fire station area.
- Be aware of the risks, possible hazards and water supplies to be found within the fire station area.

Administration

- Complete basic paperwork and routine administration, including recording of information.
- Use Information Technology (IT), as required, and in accordance with the Data Protection Act 1998.
- Keep personal records up to date.

Operational Competency

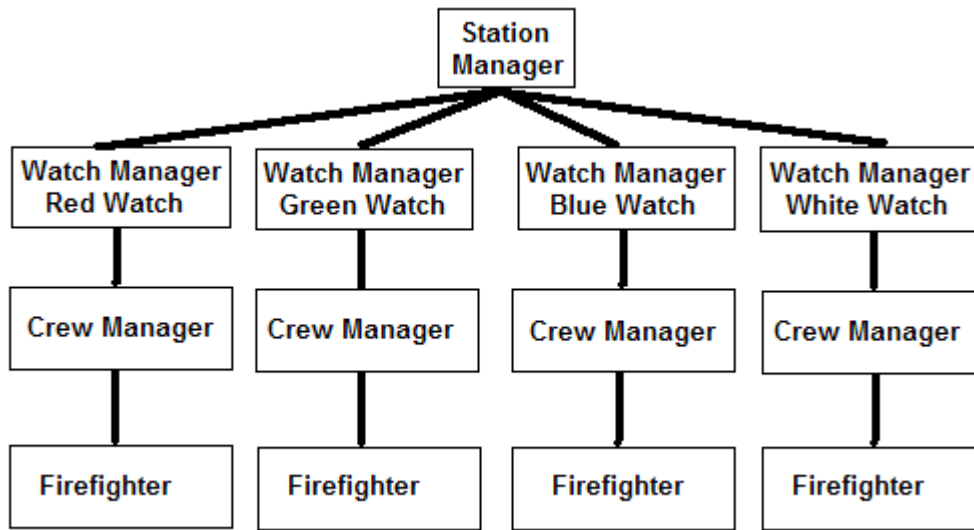
- Take part in a continuous training programme by attending lectures, exercises, practice drill sessions and other forms of training to maintain competence levels.
- Attend any internal / external training courses, as directed.
- Undertake established processes as required to achieve “competent” status.

Fairness & Dignity

- Actively comply with the services Dignity & Respect policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working

environment, to meet statutory obligations and good employment practice.

Organization Structure



Dimensions

- Report to their Crew & Watch Manager
- Deliver community fire safety messages / objectives to protect the public and make Berkshire safer.
- Work effectively with all other members of the own watch, the other watches on the station, neighboring stations, other departments within RBFRS when required and other Emergency Services, agencies & FRS at operational incidents.

Main Duties and Responsibilities:

(Aligned to the Firefighter Role Map duties & competencies)

<p>FF1. Inform and educate your community to improve awareness of safety matters</p>	<ul style="list-style-type: none"> • Participate in special events designed to promote fire safety, both on RBFRS premises and in the community. • Distribute safety information, either in response to requests or through leaflet drops. • Facilitate learning by demonstrating fire safety, first-aid firefighting, calling Emergency Services and fire survival methods • Help raise the role and profile of the Fire Service in the local community • Host and guide members of the public visiting Fire Service premises
<p>FF2. Take responsibility for effective performance</p>	<ul style="list-style-type: none"> • Take responsibility for personal performance, including your own health and fitness • Continually improve your performance through self-assessment and action to address your development needs. • Establish and maintain effective working relationships with people within the organisation and externally • Maintain standards of dress and personal appearance in keeping with the image of a professional service

FF3. Save and preserve endangered life	<ul style="list-style-type: none"> • Conduct searches to locate life involved in incidents • Rescue life involved in incidents, including animal life • Provide treatment to casualties • Instigate protective measures to safeguard members of the public from hazards resulting from dangerous buildings or structures.
FF4. Resolve operational incidents	<ul style="list-style-type: none"> • Control and extinguish fires • Respond to a range of emergency and non-emergency incidents other than those which involve fire or hazardous materials (eg lock-outs, pump-outs, emergency provision of water) • Give physical and emotional support to people directly and indirectly involved in incidents • Liaise with other agencies to maintain security at the scene and resolve the incident.
FF5. Protect the environment from the effects of hazardous materials	<ul style="list-style-type: none"> • Mitigate actual and potential damage to the environment from hazardous materials • Decontaminate people and property affected by hazardous materials • Support individuals and other agencies involved in hazardous materials incidents
FF6. Support the effectiveness of operational response	<ul style="list-style-type: none"> • Collect information from a range of sources on actual and potential life, property and process risks in your community • Collect information on operational resource availability in your community • Check, test and conduct routine maintenance on internal resources (eg appliances & equipment, PPE)
FF7. Support the development of colleagues in the workplace	<ul style="list-style-type: none"> • Communicate your own skills and knowledge to colleagues to improve their understanding and performance • Support development of colleagues by using instruction and demonstration to help them develop skills and competence
FF8. Contribute to fire safety solutions to minimize risks to your community	<ul style="list-style-type: none"> • Inspect premises, individually and as part of a team, to minimise risks to people, property and the environment • Prepare and produce written and verbal reports on Fire Safety inspections, to specified deadlines
FF9. Drive, manoeuvre and redeploy fire service vehicles	<ul style="list-style-type: none"> • Drive vehicles safely to incidents in optimum response time dealing with contingencies which may arise en route • Site your vehicle at a safe location at events and return your vehicle safely to its next appointed location
<p>Context</p> <ul style="list-style-type: none"> ○ The post holder will be required to successfully complete training & development programmes and successfully achieve any qualifications in order to meet the Fire & Rescue Service national Role Map and duties of their post. ○ The post holder may be required to undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the service in order to meet the priorities of RBFRS and business continuity requirements. 	

General Responsibilities of Royal Berkshire Fire and Rescue Service Personnel:

Uphold and promote the values of Royal Berkshire Fire and Rescue Service, complying with the required standards of conduct and integrity, and demonstrating commitment to helping the Service achieve its vision of a Safer Berkshire.

Practise and promote the Service's policies to support the health and safety of themselves, their colleagues, and anyone else who may be affected by their actions.

Promote and adhere to the Service's policies on equality and fairness, and treat colleagues and members of the public with respect. Value the contributions of a diverse workforce, and respond to the different needs of individuals and groups within the organisation and in the community.

Take responsibility for their own performance (including personal fitness) and participate positively in development activities. Contribute to the development of others.

Participate, in investigations as required Act in an environmentally responsible manner by minimizing pollution and the wasteful use of energy and resources.

In order to secure the best possible service to the public or the welfare of their colleagues, all employees may from time to time be asked to undertake duties which are appropriate to their capabilities and grade/role, but which fall outside their usual area of responsibility. Employees are expected to make every effort to respond positively to such requests.

PERSON SPECIFICATION

	Essential	Source of evidence	Desirable	Source of evidence
Skills and aptitudes	<p>Good verbal communication skills</p> <p>Able to communicate effectively in writing</p> <p>Able to work effectively with others</p> <p>Understands and respects diversity and adopts a fair and ethical approach to others</p> <p>High degree of practical/manual ability</p> <p>Committed and able to develop self and others</p> <p>Able to be confident and resilient in highly challenging situations</p> <p>Able to understand, recall, apply and adapt relevant information</p> <p>Able to be aware of danger and react appropriately</p> <p>A conscientious and proactive approach to work</p> <p>Open to, and supportive of, change</p>	<p>I</p> <p>AF</p> <p>AF,WT,I</p> <p>AF,WT,I</p> <p>PT</p> <p>AF,</p> <p>AF, I</p> <p>AF, WT, PT, I</p> <p>AF, WT</p> <p>AF, WT, I</p> <p>AF, WT, I</p>		
Knowledge	<p>Aware of the main elements of the job</p> <p>Aware of the role of the Fire Service in the community</p>	<p>AF, I</p> <p>AF, I</p>		
Experience	<p>Successful contribution to teamwork</p>	<p>AF, WT, I</p>	<p>Experience of practical work</p> <p>Work related to community service</p> <p>Teamwork in a</p>	<p>AF, I</p> <p>AF, I</p> <p>AF, I</p>

			disciplined environment	
Qualifications			Current EU driving licence LGV driving licence First Aid qualification	AF AF AF
Other requirements	Able to satisfy the medical and fitness requirements to the role, including minimum standards of eyesight, colour vision and hearing Able to work at height and in confined spaces Committed to providing a service to the community Confident in Water and able to self rescue	M, PT PT AF, WT, I PT / AF		

AF application form
PT practical or physical test
R reference

I interview
M medical declaration/examination
DC document check
WT written test
X other