

<b>Job Title:</b>	<b>Retained Firefighter</b>		
<b>Post Reference</b>	Multiple	<b>Permanent/ Temporary</b>	Permanent
<b>Role:</b>	<b>On-call (RDS) Firefighter</b>	<b>Hours:</b>	As agreed under Retained Duty System Contract - FB 3 a/b
<b>Reports to:</b>	Crew / Watch Manager On-call (RDS)		
<b>Line Management responsibilities:</b> (Direct and Indirect)	No staff report to this post		
<b>Directorate / department:</b>	Service Delivery - Response		
<b>Location:</b>	Various		
<b>Politically restricted:</b>		<b>No</b>	
<p><b>Main Purpose of the Job:</b></p> <p><b>Emergencies</b></p> <ul style="list-style-type: none"> <li>○ Respond immediately and safely to all emergency calls and requests for assistance.</li> <li>○ Deal with emergencies as directed and work effectively and efficiently as an integral part of a disciplined team.</li> <li>○ Minimise distress and suffering, including giving first aid care.</li> </ul> <p><b>Dealing with people</b></p> <ul style="list-style-type: none"> <li>○ Establish and maintain the confidence of members of the public.</li> <li>○ Maintain links with the community.</li> <li>○ Work with all members of the community, being sensitive to the needs of others, particularly having regards to equality &amp; diversity issues.</li> </ul> <p><b>Fire safety</b></p> <ul style="list-style-type: none"> <li>○ Give general fire safety advice and guidance to people when requested.</li> <li>○ 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.</li> <li>○ Undertake routine inspections of premises as part of a direct / indirect fire safety legislative requirement</li> </ul>			

### **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 actively participating in weekly 'Drill Nights' to ensure competency levels are maintained.
- Attend any internal / external training courses, as directed.
- Undertake established processes as required to achieve "competent" status

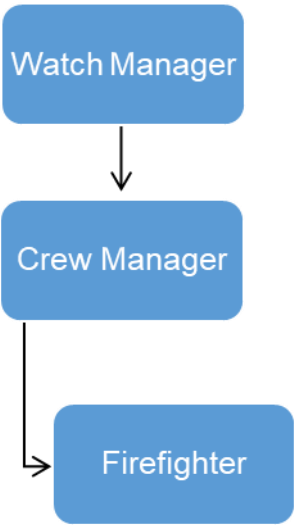
### **Availability**

- Reside / work within the prescribed distance or travel time from the designated Fire Station and be available and able to attend within the contracted cover period, on an ongoing basis to ensure a prompt response to emergency incidents.

### **Equality, Diversity and Inclusion**

- Actively comply with the services Equality, Diversity and Inclusion Policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.

**Organisational Structure**



<b>Role Map Duties and Responsibilities:</b>	
FF1. Inform and educate your community to improve awareness of safety matters	<ul style="list-style-type: none"> <li>• Participate in special events designed to promote fire safety, both on RBFRS premises and in the community.</li> <li>• Distribute safety information, either in response to requests or through leaflet drops.</li> <li>• Facilitate learning by demonstrating fire safety, first-aid firefighting, calling Emergency Services and fire survival methods</li> <li>• Help raise the role and profile of the Fire Service in the local community</li> <li>• Host and guide members of the public visiting Fire Service premises</li> </ul>
FF2. Take responsibility for effective performance	<ul style="list-style-type: none"> <li>• Take responsibility for personal performance, including your own health and fitness</li> <li>• Continually improve your performance through self-assessment and action to address your development needs.</li> <li>• Establish and maintain effective working relationships with people within the organisation and externally</li> <li>• Maintain standards of dress and personal appearance in keeping with the image of a professional service</li> </ul>
FF3. Save and preserve endangered life	<ul style="list-style-type: none"> <li>• Conduct searches to locate life involved in incidents</li> <li>• Rescue life involved in incidents, including animal life</li> <li>• Provide treatment to casualties</li> <li>• Instigate protective measures to safeguard members of the public from hazards resulting from dangerous buildings or structures.</li> </ul>
FF4. Resolve operational incidents	<ul style="list-style-type: none"> <li>• Control and extinguish fires</li> <li>• 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)</li> <li>• Give physical and emotional support to people directly and indirectly involved in incidents</li> <li>• Liaise with other agencies to maintain security at the scene and resolve the incident.</li> </ul>
FF5. Protect the environment from the effects of hazardous materials	<ul style="list-style-type: none"> <li>• Mitigate actual and potential damage to the environment from hazardous materials</li> <li>• Decontaminate people and property affected by hazardous materials</li> <li>• Support individuals and other agencies involved in hazardous materials incidents</li> </ul>
FF6. Support the effectiveness of operational response	<ul style="list-style-type: none"> <li>• Collect information from a range of sources on actual and potential life, property and process risks in your community</li> <li>• Collect information on operational resource availability in your community</li> </ul>

	<ul style="list-style-type: none"> <li>• Check, test and conduct routine maintenance on internal resources (eg appliances &amp; equipment, PPE)</li> </ul>
FF7. Support the development of colleagues in the workplace	<ul style="list-style-type: none"> <li>• Communicate your own skills and knowledge to colleagues to improve their understanding and performance</li> <li>• Support development of colleagues by using instruction and demonstration to help them develop skills and competence</li> </ul>
FF8. Contribute to fire safety solutions to minimize risks to your community	<ul style="list-style-type: none"> <li>• Inspect premises, individually and as part of a team, to minimise risks to people, property and the environment</li> <li>• Prepare and produce written and verbal reports on Fire Safety inspections, to specified deadlines</li> </ul>
FF9. Drive, manoeuvre and redeploy fire service vehicles	<ul style="list-style-type: none"> <li>• Drive vehicles safely to incidents in optimum response time dealing with contingencies which may arise en route</li> <li>• Site your vehicle at a safe location at events and return your vehicle safely to its next appointed location</li> </ul>

### Key responsibilities and Deliverables

- 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.

## Personal Specification

Qualifications and training	On recruitment	After Training
(Desirable) Current UK driving licence	X	
(Desirable) LGV driving licence	X	
(Desirable) First Aid qualification	X	
Firefighter Development and Assessment Pathway		X

Knowledge, skills and experience	On recruitment	After Training
Open to change	X	
Committed to diversity and integrity	X	
Confident and Resilient	X	
Able to work effectively with others	X	
Effective communication skills	X	
Committed to the development of self and others	X	
Able to make appropriate decisions and create practical solutions	X	
Able to maintain awareness of the environment	X	
Able to be aware of danger and react appropriately	X	
Committed to excellence	X	
Aware of the role of the Fire Service in the community	X	
Successful contribution to teamwork (experience of practical work, work related to community service, teamwork in a disciplined environment)	X	

## 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.

Ability to travel to other locations within the county of Berkshire.

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

<b>RBFRS Behaviours</b> RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below <ul style="list-style-type: none"> <li>• Leading Yourself <input checked="" type="checkbox"/></li> <li>• Leading Others <input type="checkbox"/></li> <li>• Leading the Function <input type="checkbox"/></li> <li>• Leading the Service <input type="checkbox"/></li> </ul>	
Personal Impact	Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.  Take responsibility for your own performance (including personal fitness) and participate positively in development activities.
Working Together	Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice.  Contribute to the development of others.
Delivering Quality and Service	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision.
Safety and Wellbeing	Practice and Promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

<b>Profile prepared by:</b>	SM West Hub/Resourcing and Development		
<b>Approved by:</b>	AM Service Delivery		
<b>Profile effective from:</b>	30/09/2021	<b>Last reviewed:</b>	
<b>Post holder name</b>		<b>Signature</b>	
		<b>Date</b>	