

# Recruitment Information Pack



**SCOTTISH**  
**FIRE AND RESCUE SERVICE**

Working together for a safer Scotland

## RETAINED FIREFIGHTER

**CONTRACT STATUS:** Permanent  
**LOCATION:** Various  
**DEPARTMENT:** Various

**SALARY:** £2,337 – £3,114

The recruitment information pack is designed to provide you with as much information as possible, relevant to the role and the SFRS recruitment and selection process.

The SFRS is an equal opportunities employer and a Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

If you have any further questions, please contact the Workforce Planning & Resourcing Team on 01698 402226 or email [SFRS.PODCampaigns@firescotland.gov.uk](mailto:SFRS.PODCampaigns@firescotland.gov.uk).



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# SCOTTISH FIRE AND RESCUE SERVICE

You may think that our role is pretty straightforward – to prevent and control fires but, as any of our 8,000 firefighters will tell you, there's much more to the job than that.

The best way to deal with an emergency is to prevent it from happening in the first place, and our role starts long before any 999 call is made. We work in close partnership with local communities' right across Scotland to deliver crucial safety messages in the fight against fire.

When emergencies do occur, our staff are ready and equipped to respond, attending tens of thousands of specialist service and Road Traffic Incidents (RTCs) every year as well as a wide range of fires.

Our aspiration is that by working together for a safer Scotland, we can help reduce the incidence of fire.

## SERVICE DELIVERY AREAS

Our front-line services are delivered locally across the North, West and East of Scotland.

The North of Scotland is home to some of the UK's most remote areas, as well as the bustling cities of Aberdeen, Dundee, Inverness and Perth. Our crews in the North work hard to protect the 1.2 million people living in the area. Within the North there are 164 stations, of which 12 are Wholetime stations, 140 are RDS stations and 12 are Volunteers stations.

Map; [North Service Delivery Area](#)

Our West area is one of the busiest parts of the country. The 2.4 million people living here are spread over a varied geography that includes the country's largest city, Glasgow, as well as the remote island communities of Argyll, with Wholetime stations also based in areas such as Dumfries and Oban. Within the West there are 127 Stations, of which 39 are Wholetime stations, 58 are RDS stations and 30 are Volunteer stations.

Map; [West Service Delivery Area](#)

The East serves a population of 1.6 million people, based across a wide ranging geography of some 7,700 square kilometers. The area includes Scotland's capital city, Edinburgh and the areas of Clackmannanshire, Stirling, Falkirk, West and East Lothian, Midlothian, Scottish Borders and Fife. Within the East there are 65 stations, of which 23 are Wholetime stations and 42 are RDS stations.

Map; [East Service Delivery Area](#)



# FIREFIGHTER – RETAINED DUTY SYSTEM

A retained Firefighter, also known as a RDS Firefighter, is a professional Firefighter who may have full-time employment outside of the fire service but responds to emergency calls within their local area, as and when required.

RDS Firefighters are called upon to deliver the same wide range of emergency services as Wholetime Firefighters, including fires, floods, road traffic accidents, chemical spills and more. They can also be called upon to work with wholetime Firefighters to promote fire safety messages, giving fire safety advice to schools and other organisations as well as carrying out free home fire safety visits within their communities.

Retained Firefighters require to live or work near to the Community Fire station they serve to enable them to provide an emergency response service for that station from home or place of work (subject to employer agreement) at any time of the day or night; normally within 5 – 8 minutes of emergency call outs although this may vary.

Our retained Firefighters often have another primary occupation and are mobilised using pagers, with employer approval or provide cover during mutually agreed times that does not affect their other job.

Many people choose to become a Retained Firefighter to serve and contribute to the communities in which they live and gain from this a variety of experiences and training which will provide a range of skills that can be used out with the SFRS.

Applicants are required to be aged 18 years or over, have a good level of physical fitness and have the required standard of vision and colour perception. They will be required to be readily available to attend incidents and should therefore live or work **around** 5 – 8 minutes from the Fire Station.

You must commit to attend weekly training nights to learn and maintain competency levels in core skills and undertake routine checks on fire appliances and equipment as well as testing, cleaning and maintaining the equipment to ensure it will work properly when required during an emergency.

In return RDS Firefighters are paid an annual retainer fee plus additional payments for every incident attended and time spent on all activity including training nights, community engagement and courses.

***Please note that the selection process is timetabled to meet the SFRS recruitment needs and to enable successful candidates to attend an initial two-week training course, which are scheduled to take place nationally.***

# THE RECRUITMENT AND SELECTION PROCESS

The following detail will provide an overview of what to expect during the Recruitment and Selection Process.

Key dates for each stage in the process can be found on our [SFRS Website](#) and we would advise you to review this detail to ensure you are able to commit to the process, prior to submitting your application.

You will need to demonstrate that you have the potential to carry out this challenging role through successful completion of the stages detailed below.

To establish whether you can meet the response times for your local station (generally 5-8 minutes) please use the appropriate mapping tools, such as [google maps](#), to calculate the time it will take from your base location to reach your local station.

Clear instruction, guidance and advice is available from various sources throughout your experience for e.g. your Station Manager and the Station Watch; the [Health and Fitness Booklet](#) (click link); e-mails from the Workforce Planning and Resourcing team, and Training colleagues at the Assessment days.

***Please ensure you take time to read all information provided in communications thoroughly.***

## ONLINE APPLICATION

The application form will ask you to provide your personal details, availability, eligibility to work in the UK and details of any criminal convictions. These are key pieces of information that will allow us to determine whether your application can progress.

It is important that you take time over your application and that your application clearly details any knowledge, skills and experience that might be relevant to this role.

## SHORTLISTING

The manager responsible for the Community Fire Station will assess your suitability for the role by looking at your availability/ response time, knowledge, experience and skills in relation to the role.

The most suitable applicants will be selected for interview on the basis of the information provided in their application.

## COMPETENCY BASED INTERVIEW

The purpose of the interview is to match your skills and abilities with the personal qualities and attributes (PQA's) needed for this post. These are listed in the job description contained in this information pack.

An example of the type of questions you might be asked at interview is 'Give an example of a time when you have worked as part of a team.'

When you are choosing an example, you are encouraged to think about situations at work, college, in your home life, in your hobbies, or in any other clubs or organisations you may be a member of.

Good preparation is essential to a successful job interview. It is a good idea to look over the PQA's for this role before the interview and think about what examples you could use if you were to be asked about them. It is important that you choose an example that is clear in your memory, so that you will be able to talk confidently, open and honestly about what you did and why.

When answering a question at interview it is important that your answers are clear and well structured. The STAR technique can help you to do this:

**Situation** – outline background to the situation

**Task** – explain what you were tasked with

**Action** – explain your role, detailing actions taken and why

**Result** – outline the outcome and any lessons learnt

The interview panel will be looking for examples of what you have actually said and done or decided so it is important that you make this clear in your answers.

### **EC Drivers Hours & Tachograph Rules for Goods Vehicles**

The EC Drivers Hours & Tachograph Rules for Goods Vehicles came into effect in April 2007 and exist to ensure the health and safety of mobile workers and drivers of 'in scope' vehicles. The Rules apply to certain categories of mobile workers, the most common being drivers of Large Goods Vehicles (LGV) and Passenger Service Vehicles (PSV).

You should advise the Officer in Charge, during your interview, if your primary employment conflicts with the Rules and to disclose any work you may participate in which falls into the category of a mobile workers and involves driving an 'in scope' vehicle. Please note that if you're primary employment falls into the category of a mobile worker and contravenes the Rules, your contract of employment may be terminated.

More detail around the Drivers' hours and tachograph rules; good vehicles (GV262) can be found by clicking this [link](#).

### **PSYCHOMETRIC ASSESSMENT – ONLINE TESTING**

Psychometric tests offer further objective information about a candidates' abilities in relation to the role applied for. The tests give a measure of strengths/limitations. The results will be used as a development tool rather than a sift, however there will be a deadline for completion, and you will not progress to offer without results.

You will be required to complete the following online psychometric test;

#### **Situational Judgement Test**

The Situational Judgement Test (SJT) is designed to measure judgements in a realistic work setting. You will be presented with a series of scenario-based questions and a list of possible responses to the situation, from which to choose.

Questions are based on situations or scenarios that you are likely to face when working as a retained Firefighter.

The following is an example of the type of question you are likely to find in the SJT:

*You are in charge of managing a crowd that has gathered to watch a house fire. So far the crowd has been calm, but they suddenly become aggressive and shout insults at one of the casualties being rescued from the house. The insults are distressing the casualty. What do you do?*

- *Do nothing - the crowd will get bored of shouting insults soon*
- *Ask my manager what to do*
- *Talk assertively to the crowd and tell them to move away from the scene because they are causing a disturbance*

### **Calculation Test**

This test consists of numerical problems for which quick and accurate calculations are required.

You may have to calculate the answer and decide which of the answers given is correct or you may have to calculate the answer and insert this.

We use this test to assess your ability to understand and work with numerical information of a type that a firefighter is likely to experience within their daily routine.

The following are examples of the type of question you are likely to find in the Calculation test;

$$? + 430 = 817$$

$$50 \times 6 - ? = 265$$

***For further help and preparation tips relating to psychometric tests, you can click on the following link, where you will be able to practice different types of tests; [Practice Tests](#). Alternatively, you can do a Google search.***

## **ASSESSMENT DAY**

Upon successful completion of the Interview stage, you will be invited to an Assessment Day, where qualified Trainers and Fitness professionals will assess your level of skill during a series of Practical Selection Tests (PST's) and a Fitness Test.

### **Fitness Assessment**

We need to make sure that our Firefighters are both medically and physically fit therefore, as part of the selection process, you will be asked to complete a Physical Activity Readiness questionnaire and pass a fitness test prior to progressing to the PST's. In some cases, we may need to seek further information from your GP.

For further information on the Health and Fitness Assessment, please consult the SFRS Recruitment Health and Fitness Guide, found [here](#).

## **Practical Selection Tests**

The Practical Selection Tests (PSTs) are designed to assess whether you have the ability to carry out the more physical aspects of the role of a firefighter and they closely reflect the wide range of physical tasks carried out on a daily basis.

The PSTs aim to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises.

For further information on the Practical Selection tests you will take part in, please consult the SFRS Recruitment Health and Fitness Guide, found [here](#).

## **Health Examination**

Arrangements have been made for you to undergo a medical assessment at the Assessment Day. This will be undertaken by our Health and Wellbeing Practitioners. They will identify and discuss with you any health conditions that may affect your ability to undertake the role of a Retained Firefighter.

In advance of the Assessment Day, you are required to attend an Optician to have an eyesight examination report completed by them to allow Health and Wellbeing to determine whether your eyesight meets our requirements. Your health information is confidential to our Health and Wellbeing Practitioners.

**For further details please refer to the 'RDS ASSESSMENT SESSION - CANDIDATE INFORMATION' document which will be provided to you along with your invitation to the Assessment Day.**

## **COMMUNICATION FROM SFRS**

You will receive communication from our Resourcing colleagues at key dates throughout the process. We would advise that you should remain engaged with your Local Station or Watch Manager at all times throughout the process.



# JOB DESCRIPTION

**JOB TITLE:** FIREFIGHTER (RETAINED DUTY SYSTEM)

**LOCATION:** VARIOUS

**DEPARTMENT:** VARIOUS

## ROLE OVERVIEW

Firefighters contribute to the protection of people and in making communities safer. Firefighters within Scottish Fire and Rescue Service may be required to carry out:

- Operational Firefighting and Rescue duties
- Community Safety duties
- Instructional duties
- Support duties

## RESPONSIBLE TO

In the course of their duties and depending on their organisational role, Firefighters may be responsible to:

- Crew Manager
- Watch Manager
- Station Manager
- Scottish Fire and Rescue Service

## KEY RESPONSIBILITIES – OPERATIONS ROLE

- Delivering community safety programmes to protect the public and make communities safer
- Maintaining and supporting as directed, the development of self, individuals and teams to maintain and deliver services
- Perform firefighting, rescue and other services to resolve incidents and protect the community
- Support and maintain the response of the emergency service

## ROLE MAP

- FF1 - Inform and educate your community to improve awareness of safety matters
  - Promote safety matters to inform your community
  - Facilitate learning through demonstration and instruction
- FF2 - 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
- FF3 - 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
- FF4 - Resolve operational incidents

- Control and extinguish fires
- Resolve incidents others than those involving a fire or hazardous materials
- Support people involved in an operational incident
- FF5 - Protect the environment from the effects of hazardous
- Mitigate damage to the environment from hazardous materials
- Decontaminate people and property affected by hazardous materials
- Support people involved in hazardous materials incidents
- FF6 - Support the effectiveness of operational response
- Collect information on risks in your community
- Collect information on resources in your community
- Maintain internal resources
- FF7 – Support the development of colleagues in the workplace
- Communicate your own skills and knowledge to colleagues
- Support development of colleagues
- FF8 – Contribute to safety solutions to minimise risks to your community
- Inspect premises to minimise risks to people, property and the environment
- Report on issues arising at inspection
- FF9 – Drive, manoeuvre and re-deploy fire service vehicles
- Drive vehicles to incidents
- Manoeuvre, site and re-deploy vehicles

**THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED WITHIN THIS ROLE:**

● **COMMITMENT TO DIVERSITY AND INTEGRITY**

***Understands and respects diversity and adopts a fair and ethical approach to others***

- Is concerned to treat people fairly and ethically (e.g. completes work according to same high standards regardless of individual differences)
- Recognises the importance of an awareness of the community and understands its needs (e.g. is aware and respectful of differing cultures and backgrounds)
- Recognises and has respect for others’ backgrounds, views, values and beliefs (including religious beliefs)
- Maintains an open approach with others, taking account of, and accepting, individual differences such as age, ethnicity, gender, religious beliefs, social background, disability, sexual orientation and physical appearance
- Is committed to the Fire and Rescue Service values and actively promotes them (e.g. challenges inappropriate behaviour)
- Is honest when working with others and accepts accountability for own actions (e.g. takes responsibility for own mistakes; respects the need for confidentiality (is trusted to enter others’ homes)
- Proactively challenges unacceptable behaviour inconsistent with Fire and Rescue Service values, stating own and organisation’s position clearly (e.g. when over-hearing a colleague use inappropriate language).

● **OPENNESS TO CHANGE**

***Is open to change and actively seeks to support it***

- Demonstrates an understanding of the need for change within the Fire and Rescue Service (e.g. explains the reasons for new working practices to colleagues absent from briefings)
- Aware of the impact of changes to the Fire and Rescue Service on their role (e.g. understands changes to working practices)
- Accepts change both within the Fire and Rescue Service and in their own role (e.g. willingly participates in Community Fire Safety activities)

- Identifies ways, both within the Fire and Rescue Service and the local community, of supporting change and takes action where possible (e.g. volunteers to learn new tasks or ways of working).
- **CONFIDENCE AND RESILIENCE**  
***Maintains a confident and resilient attitude in highly challenging situations***
    - Remains in control of own emotions during emergency situations (e.g. does not panic and considers risk)
    - Concentrates on the task despite pressure (e.g. pressure of time, noise, conflicting information and tasks, and concern for casualties)
    - Challenges or questions others constructively to achieve more effective outcomes
    - Retains confidence in own ability or convictions despite setbacks (e.g. after a Community Fire Safety talk is received poorly).
- **WORKING WITH OTHERS**  
***Works effectively with others both within the Fire and Rescue Service and in the community***
    - Works effectively with all team-members according to defined role (e.g. in teams of 2 and up to teams of 20), adjusting his/her role in accordance with instructions and changing circumstances
    - Proactively generates positive working relationships both internally (e.g. attempts to get to know everyone in working environment) and externally (e.g. liaises with community groups to promote fire safety; works well with other emergency services)
    - Concerned about the wider team and is aware of shared objectives, as well as those of his/her immediate work-team (e.g. willing to give Community Fire Safety talks at schools)
    - Is sensitive to the feelings and well-being of others and takes action to support them (e.g. able to reassure and calm members of the public in emergency situations; reminds colleague to check air when using breathing apparatus)
    - Is able to present an approachable and positive image of self and the Fire and Rescue Service to everybody in the community, irrespective of individual differences (e.g. age, ethnicity, gender).
- **EFFECTIVE COMMUNICATION**  
***Communicates effectively both orally and in writing***
    - Communicates verbal messages clearly, concisely and at a level appropriate to the audience so that message is understood regardless of individual differences
    - Is sensitive to the needs of the audience and tailors communication in response to feedback (e.g. able to convey the importance of fire safety without distressing members of the public unnecessarily)
    - Demonstrates that they are listening to others to convey interest (e.g. by nodding and using other appropriate body language, or by asking questions) and maintains awareness for messages
    - Checks understanding to ensure all messages received and sent are understood correctly
    - Is comfortable communicating with both small (e.g. 2 people) and large groups (e.g. up to 30 people)
    - Presents messages (e.g. fire safety information) in a way that promotes understanding (e.g. uses slides, videos and other visual aids appropriately during presentations and fire safety visits; engages with the audience)
    - Able to write clear, basic and appropriate information or messages that are understood by the recipient (e.g. to complete standard Fire and Rescue Service forms and to use the BA operation entry board).

- **COMMITMENT TO DEVELOPMENT**

- ***Committed to and able to develop self and others***

- Proactively reviews own performance using a variety of sources including seeking feedback from others
    - Identifies development needs in own knowledge, skills and understanding and takes action to improve (e.g. seeks to identify and learn new methods from colleagues; recognise that own fitness levels need to be improved)
    - Learns from a wide range of situations experienced by self or others (e.g. increases understanding about a community group following a safety discussion)
    - Able to learn a large amount of job relevant information delivered both verbally and in writing, as part of initial training course and other development (e.g. operating procedures and standards)
    - Actively encourages and supports others to improve their proficiency (e.g. updates colleagues concerning new information; shares own experiences).

- **PROBLEM SOLVING**

- ***Understands, recalls, applies and adapts relevant information in an organised, safe and systematic way***

- Able to recall and apply correct, relevant job-related information and procedures during incidents (e.g. training procedures for ladder erection)
    - Able to adapt and apply standard or existing procedures and practices and personal skills to take account of a changing environment and to minimise risk
    - Generates more than one solution to a problem and evaluates which one is best (e.g. in deciding how best to promote community fire safety)
    - Considers immediate and wider objectives and implications (e.g. health and safety) to plan ahead to complete tasks in most efficient and safe way
    - Prioritises, plans and completes tasks in a logical and systematic manner despite conflicting information (e.g. able to manage own actions during emergency situations)
    - Able to interpret basic numerical information (e.g. in dials, tables, charts) and use basic arithmetical calculations correctly (i.e. addition, subtraction, division and multiplication) to apply task procedures (e.g. able to work out operation times when using BA equipment).

- **SITUATIONAL AWARENESS**

- ***Maintains an active awareness of the environment to promote safe and effective working***

- Constantly checks the environment and takes action to ensure safe working (e.g. looks for threats to safety of self and others)
    - Has awareness of a range of safety related information without becoming unduly focused on any one piece of information
    - Provides timely information to confirm progress and outcomes against objectives (e.g. keeps team informed at incidents of changing circumstances)
    - Able to judge space and distance within three dimensions and time to perform tasks safely and effectively (e.g. able to judge space and distance to erect ladders.)

- **COMMITMENT TO EXCELLENCE**

- ***Adopts a conscientious and proactive approach to work to achieve and maintain excellent standards***

- Continually looks to improve standards of working and offers suggestions as necessary (e.g. provides feedback concerning new or existing work practices to influence change or improve service delivery)
    - Approaches work proactively and efficiently both with routine tasks and during incidents
    - Adopts a conscientious approach to work (e.g. checks work to ensure all tasks completed correctly and with due attention to detail; maintains levels of personal fitness)
    - Completes work according to correct procedures (e.g. refrains from taking unsafe short-cuts)
    - Completes work as instructed without being checked constantly

- Is clear about the role of the firefighter and operates within agreed levels of authority, within a disciplined environment (e.g. does not take action outside own level of control without seeking confirmation).

## **ADDITIONAL INFORMATION**

### **Criteria**

#### **Essential Criteria**

- be aged 18 years of age or over (at date of application)
- have a good level of physical fitness to meet the required aerobic fitness standard for the role
- meet the unaided vision and colour perception requirements for the role
- meet the required health standards for the role
- be eligible to work in the UK

*\*Details health and fitness standards are found in the booklet [online](#).*

#### **Post-Specific Criteria**

- be committed to providing an important emergency service within the local community
- be committed to attend for training at designated location on a regular basis as mutually agreed
- be able to respond to emergency calls from home or place of work within around 5 - 8 minutes of pager alert within mutually agreed hours
- have the express permission of your primary employer (if applicable) to become an RDS Firefighter

#### **Desirable Criteria**

- **a valid current UK driving licence**

*\*candidates who do not have a driving licence are expected to obtain this at their own cost by completion of their development training phase*

## **GENERAL RESPONSIBILITIES**

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures.

# TERMS & CONDITIONS

## AVAILABILITY AND HOURS OF COVER

During your employment you will be required to make yourself available to respond to pager alerts in accordance with your agreed schedule of availability.

During these periods of availability you may be required to attend your station in response to a pager alert within 5 – 8 minutes, or any other such time period as may be amended in response to Service needs.

You are required to attend regular training sessions; details of this will be confirmed to you upon appointment.

## RETAINING FEE

In return for being available to respond to pager alerts, you will receive a Retaining Fee and this is detailed below.

Position/Role	Retaining Fee*	Hourly Rate	Disturbance Allow
Retained Firefighter Trainee	£2,337	10.67	£4.10

*NOTE: A 100% retainer fee is detailed in the table above and this is for a contract of at least 120 hours per week.*

*The fee payable is dependent on the level of cover provided.*

*The hourly rates and disturbance allowance specified, apply to all retained staff.*

During periods of availability you may be required to attend operational incidents. All such activity will be paid at the basic hourly rate of pay.

When you respond to a pager alert you will receive a minimum of one hour's pay and a disturbance fee when you form part of a crew that responds to an incident.

## WORKING HOURS

A 100% retainer is a contract of where you have indicated availability at least 120 hours per week and a 75% retainer is a contract of availability of at least 90 hours per week.

You should be aware that undertaking Retained duties may result in you working in excess of 48 hours per week. In order to work an average in excess of 48 hours per week you must "opt-out" of the Working Time Regulations 1998 as amended, in writing.

As the Service is generally the secondary employer for an RDS employee, it is your responsibility to ensure that you have had sufficient rest breaks from your primary employment prior to reporting for duty with the Scottish Fire and Rescue Service. If you have not had sufficient rest breaks, you must amend your availability to respond to incidents accordingly.

## EMPLOYER RELEASE

You require to have the express permission of your employer to become an RDS Firefighter, where applicable.

***Please ensure that you discuss your application with your employer (if applicable) as you will require to confirm your response times and availability as part of the application process.***

***You will be requested to provide the employer release agreement (contained within this pack) during the Interview stage of the recruitment process.***

## **TRAINING COURSES**

You are required to attend training courses relevant to your role in order to learn the necessary skills to achieve competency within the role.

## **PENSION**

A Pension Scheme is available to which you will automatically be entered into, unless you advise upon appointment that you do not wish to become a member of the Pension Scheme.

Her Majesty's Revenue & Customs have set limits on the tax relief on your pension. Where your pension entitlements increase and these exceed the tax relief limits set, you will have to pay tax on the excess. There are two thresholds to be aware of. One of which is known as the Annual Allowance (AA) which permits a maximum increase in the value of your pension in a given year. The other is the Lifetime Allowance (LTA) which limits the total value of your overall pension pot. If either of these thresholds is breached, this may lead to an increased tax liability.

Applicants seeking promotion should therefore recognise the potential for any substantial increase in pensionable pay to result in an additional tax liability.

The calculation of your pension pot is subject to a complex calculation that allows for factors specific to each employee to be taken into consideration. It is therefore not possible, or appropriate, for SFRS to issue you with advice on this. All applicants are advised to take the effects of the AA or the LTA into consideration when applying for promotion.

If you are concerned that you may exceed these limits if you are successful in applying for a promotion, it is strongly recommended that you seek independent financial advice in respect of the potential impact of this upon your personal financial position.

Advice on Pensions and Taxation can also be accessed through the following links:

[Tax on your Private Pension](#)

[Scottish Public Pensions Agency](#)

## **ANNUAL LEAVE**

Annual leave entitlement commences at 4 weeks per annum during the first five years of continuous service, rising to 5 weeks thereafter. Annual leave will be pro rata depending on the level of cover provided.

## **PUBLIC HOLIDAYS**

You will be granted a day's leave in lieu in respect of each public holiday where you are required to attend pre-planned activities such as your normal drill night and attendance at operational incidents.

# OFFER & PRE-EMPLOYMENT CHECKS

If successful, we will issue an offer of appointment. The offer of appointment will be conditional and subject to the following pre-employment checks:-

## → **Employer Release**

We will check that you have the express permission of your primary employer to become an RDS Firefighter, where applicable. If you are self-employed, this is not applicable.

## → **Confirmation of Right to Work in the UK**

In line with the Immigration, Asylum and Nationality Act 2006, all candidates applying for SFRS roles must be eligible to live and work in the UK. Documented evidence of eligibility will be requested from candidates as part of the selection process and this will require to be checked and verified.

## → **Information on EU Exit for non-UK European Union Citizens**

Leaving the EU means that if you are a non-UK EU National, you may be required to apply to the Home Office EU Settlement Scheme which you can find details of here:- <https://www.gov.uk/settled-status-eu-citizens-families>.

The Settlement Scheme allows European Union (EU), Nationals European Economic Area (EEA) or Swiss citizens who apply and are granted Settled Status to continue to live and work in the UK indefinitely following the United Kingdom's exit from the European Union and those who are granted Pre-Settled Status leave to remain until they have applied and receive Settled Status. The deadline for applying to the Settlement scheme is; 30 June 2021, if the UK leave with a deal and 31 December 2020 if the UK leaves without.

The SFRS encourages any non-UK EU National within our workforce to apply to the Scheme as soon as reasonably possible.

This information is correct as at time of publishing and may change depending on future political developments.

## → **Health Examination**

We need to make sure that our Firefighters are both medically and physically fit. Candidates will require to undergo a medical assessment.

## → **Receipt of satisfactory references**

When completing the application form, you will be asked to include details of two referees. We recommend that you obtain the approval of any individual whose details you input into this section. If we do not receive references timeously this may affect your start date and appointment with the SFRS.

The referees should be two individuals who have known you for at least 12 months and who know you in a work capacity or can comment on your ability to carry out the role applied for. At least one of these should be from your current employer, where possible, providing you have been employed with them for a period of at least 12 months prior to submitting your application. The referees should not be related to you in any way.

Referees will not be contacted unless a formal Offer of Employment is made.



→ **Criminal Record Check**

In accordance with the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended) if an applicant has a conviction or spent convictions and if the nature of the offence is relevant to the job that he/she has applied for, we will seek to review the individual circumstances of the case and may decide to withdraw candidates from the process on this basis.

Successful candidates' details are checked through Disclosure Scotland. The SFRS will pay the required fees associated with this criminal record check (PVG).

Further information on Disclosure process can be found at [Disclosure Scotland](#)

***Should any of the above stages not be fully satisfied, the conditional offer of employment may be withdrawn or deferred for review of individual circumstances.***

# RDS FIREFIGHTER - YOUR FIRST YEAR

Our Trainee RDS Firefighters are required to attend an initial 2 week residential training course called Task & Task Management. Upon completion, trainees attend training nights at their home station and are required to complete the courses detailed below, within their first year in service.

## TASK & TASK MANAGEMENT COURSE

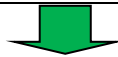
**Attend 2 week Residential Initial Training at SFRS College**

*This training will cover; basic core skills including equipment familiarisation, operation of fire service ladder and pumps; how to deal with road traffic collisions; basic first aid skills. NB: there will be an element of evening work.*



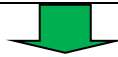
## CORE SKILLS CONSOLIDATION

**Attend Home Station on Training Nights over the following 3 weeks**



## ASSESSMENT OF TASK & TASK MANAGEMENT SKILLS

**Assessed on skill levels, 4 weeks following attendance at Task & Task Management Course**



## TRAUMA / RTC

**Attend Training - 2 days per Module at Home Station or suitable venue**

*These modules will cover trauma care skills, as well as training in working safely at Road Traffic Collisions*



## BA FOUNDATION COURSE

**7 days over 2 weeks – SFRS College**

*These Modules will teach you how to work safely using breathing apparatus at an incident and provide information on Breathing Apparatus (BA) sets used in SFRS*



## FIRE BEHAVIOUR COURSE

**2 days – SFRS College**

*At this course you will learn about fire development including Flashover and Backdraft, how to recognise them and more importantly how to manage them safely*



## TRAINEE MOVES TO DEVELOPMENT PHASE



# EMPLOYER RELEASE AGREEMENT

APPLICATION TO JOIN AS A RETAINED FIREFIGHTER

CANDIDATE NAME	
APPLICATION FOR	RDS COMMUNITY FIRE STATION

EMPLOYER	
ADDRESS	
TELEPHONE NUMBER	
EMAIL	

## EMERGENCY CALLS

I am prepared to release my employee to attend emergency calls at any time.

I am prepared to release my employee to attend emergency calls at any time.  
Subject to the undernoted conditions;

I am not prepared to release my employee

## **DRIVING – only applies to candidates who drive “In-scope” vehicles as per the “EC Drivers’ Hours and Tachograph Rules for Goods Vehicles (Regulation 561/2006) e.g. a goods vehicle over 3.5 tonnes or a passenger vehicle with 9 or more passenger seats.**

Driving an “In-scope” vehicle is a significant part of my employees current role

Yes  No

How long does your employee drive per day?

>3 hours  >6 hours  up to 9 hours

How long does your employee drive per week?

>15 hours  >30 hours  >48 hours

<b>TRAINING</b>
-----------------

I am prepared to release my employee to attend a training <u>night</u> , once per week
--

Yes <input type="checkbox"/> No <input type="checkbox"/>
--

I am prepared to release my employee annually for one weekend training course.
--

Yes <input type="checkbox"/> No <input type="checkbox"/>
--

SIGNATURE	
-----------	--

POSITON IN COMPANY	
--------------------	--

DATE	
------	--

# GENERAL INFORMATION

## DISABILITY

The SFRS is an equal opportunities and Disability Confident Employer. As such our selection processes are designed to promote equality of opportunity for all. We will ensure all applicants that declare a disability and/or Specific Learning Difference (SpLD), who meet the essential criteria for the post, will be invited to attend for interview.

“Essential criteria” means you must meet the essential criteria as detailed in the advert and job description. This will be specific to each role, and may include a minimum level of role/grade, relevant qualifications, skills or experience, essential to the role.

As part of the application, you will be given the opportunity to specify your disability/SpLD and outline any special requirements or reasonable adjustments you require.

The SFRS will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your employment, should you be successful in securing a post.

## DIVERSITY MONITORING FORM

The SFRS values diversity in our workplace and we would encourage everyone who has the necessary skills and experience to apply.

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained for monitoring purposes.

It will be kept separately from your application form and will not be made available to those involved in the selection decision.

## KEEPING IN TOUCH

We aim to keep you up to date on the progress of your application. All communications will be sent to the e-mail address provided by you on your application. ***Please ensure that you keep your personal details updated at all times and that you regularly check your e-mail account and spam folder.***

## FEEDBACK

After each stage of the selection process, i.e. after each individual assessment, you will receive an e-mail inviting you to the next part of the process, or an e-mail informing you that, unfortunately, you have not been selected to continue on this occasion.

In the event that you wish to receive feedback, please contact your local Station Manager to request this. We would advise that the Service is not required to provide feedback to external applicants, however where possible we will endeavor to offer support and guidance for future applications.

***Good luck with your application!***