



**Shropshire Fire and Rescue Service**  
Putting Shropshire's Safety First

**Wholetime Duty System**

# **Firefighter Recruitment Campaign**

**Candidate Information Pack**

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Thank you for your interest in applying to become a Wholetime Firefighter with Shropshire Fire and Rescue Service.

The role for a modern Firefighter is working with, and for, the local community, trying to prevent emergencies happening and responding when they do. Firefighters learn how to work with partners, and within a team. They learn to respond safely to a wide range of emergencies including road traffic collisions, flooding, people who are trapped, chemical spillages and the new threats associated with terrorism.

Alongside this Firefighters also work within a wide range of community safety and education programmes, often in conjunction with other agencies, delivering the prevention messages that keep the most vulnerable safer from harm.

Being a modern-day firefighter is a demanding but highly rewarding job. We are looking for people with a rounded set of skills and experiences. You will need to be able to communicate effectively with the public, to care for people when they are most in peril and to be able to think and act rationally when the going gets tough.

If you think this describes you, we are waiting for your application.

Our job is putting Shropshire's safety first.

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This candidate information booklet has all the details you need for each stage of the process. It is important that you read this document as it provides information on how you will be assessed and the timetable for each stage. Applicants should note that the timetable is fixed and alternative dates cannot be offered.

The Service wishes all candidates the best of luck during this process. If you have any additional questions or queries prior to commencement of the process, please contact us via email:

[recruitment@shropshirefire.gov.uk](mailto:recruitment@shropshirefire.gov.uk)

***Shropshire Fire and Rescue Service have a strong commitment to equality diversity and inclusion at work. We want to reflect the communities we service and therefore we positively welcome applicants from disabled people and minority groups who are under-represented in our Service.***

**Post**

Firefighter (Operational)

**Post No**

<b>Line Manager</b>	Watch/Crew Manager	<b>Location</b>	Allocated Station
<b>Directorate</b>	District Performance	<b>Responsible for</b>	N/A
<b>Scale</b>	Firefighter Trainee - Competent		
<b>Duty System</b>	Flexible Rota - 42 hours weekly	<b>Status of Post</b>	Permanent

## **1 Job Purpose**

- 1.1 As a Firefighter, you have two distinct roles within the community, safety and operations. With the appropriate level of support from your Station Management Team you will be expected to exercise good judgement in the performance of your duties. You are the deliverers of the Service's objectives and therefore you are able to make the most significant contribution to the safety of the community.
- 1.2 As part of your conditions of service, you will be required to fulfil the role of a Firefighter under the nationally agreed role Map (which is attached to this job description).

## **2 Major Tasks**

### **2.1 Service Delivery**

- a) Respond, attend and resolve operational incidents and work as a crew under the direction of a Crew Manager and implement Standard Operating Procedures as appropriate. Protect the environment from hazardous matter.
- b) Minimise distress and suffering to members of the community by saving and preserving life and administering first aid as appropriate.
- c) Carry out Fire Safety and other audits to minimise risk to the community, to Firefighters and to the environment and assist in the development of contingency plans.
- d) Report on issues arising from inspections and investigations of premises.
- e) Assist in the development and maintenance of links with the local community and inform and educate the community to improve fire safety awareness.
- f) Develop your knowledge of streets, roads, buildings, housing and industrial estates, fire hydrants and other water supplies situated on your own station's ground.
- g) Be aware of risks and potential hazards to be found on your own station's ground.
- h) Develop a knowledge of, and operate, vehicles and equipment as directed.

### **2.2 Personnel and Training**

- a) Participate in training programmes as directed.
- b) To co-operate with managers to identify areas of your training needs and assist in the development of programmes to meet those needs.
- c) Maintain individual training and personal development records in accordance with Service policy.
- d) Maintain an understanding of the contents of the Fire Service Operations Manuals, Brigade Orders and operating procedures commensurate with the role of a Firefighter.
- e) Participate as an effective team member.
- f) Maintain self-discipline, proper behaviour, conduct and standards of dress whilst on duty in accordance with Service policies and procedures.
- g) Support the development of your colleagues as professional Firefighters.
- h) Assist in the competence development of colleagues, for example, through the delivery of training sessions at station level

### **2.3 Administration and Premises**

- a) Maintain proper administrative procedures and records as directed by managers.

## **3 Other Tasks**

- 3.1 To ensure that the Service's policies on equality and diversity at work are implemented, monitored and adhered to at all times, in order to achieve a working environment that promotes equality and diversity. Be sensitive to the feelings and needs of others.
- 3.2 To carry out the duties of other Firefighters as and when required.
- 3.3 To carry out such other duties as may be directed, commensurate with the grading of the post.
- 3.4 To support the organisation in embedding the 'core values', strategic aims and corporate objectives.
- 3.5 To ensure all duties are carried out in accordance with the Authority's IT Security Policy.
- 3.6 To comply with the Health and Safety responsibilities set out in Appendix A to this job description.
- 3.7 Maintain proper administrative procedures and records in accordance with Service policy, orders and instructions.
- 3.8 Ensure that the Fire and Rescue Service's policies, procedures and standards are complied with by self and all employees.
- 3.9 Contribute to special projects and teams, commensurate with your experience and role, as and when required.

## **Safety Responsibilities**

## **Appendix A**

### **Individual Employees**

- Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
- Every employee must use safety equipment or personal protective equipment (PPE) in a proper manner and for the purpose intended.
- Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
- Every employee must work in accordance with any health and safety instruction or training that has been given.
- No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
- Every employee is required to bring to the attention of their supervisor/manager any hazard or perceived shortcoming in our safety arrangements.
- Every employee must report any near miss, accident or dangerous occurrence that they witness or are involved in.
- All employees must co-operate with their employer to ensure legal requirements are met and the highest standards of safety management are maintained.
- Every employee must observe correct manual handling techniques when lifting carrying or moving a load.
- Every employee must follow the Brigade General Health and Safety Rules.

## Firefighter

<b>Ff 1</b>	<p><b>Inform and educate the community to improve awareness of safety matters</b></p> <p>Promote safety matters to inform your community.</p> <p>Facilitate learning through demonstration and instruction.</p>
<b>Ff 2</b>	<p><b>Take responsibility for effective performance</b></p> <p>Take responsibility for personal performance</p> <p>Establish and maintain effective working relationships with people</p> <p>Develop your own skills to improve your performance</p>
<b>Ff 3</b>	<p><b>Save and preserve endangered life</b></p> <p>Conduct a search to locate life involved in incidents.</p> <p>Rescue life involved in incidents.</p> <p>Provide treatment to casualties.</p> <p>Support people involved in an operational incident.</p>
<b>Ff 4</b>	<p><b>Resolve operational incidents</b></p> <p>Control and extinguish fires</p> <p>Resolve incidents other than those involving fire or hazardous materials</p> <p>Support people involved in an operational incident</p>
<b>Ff 5</b>	<p><b>Protect the environment from the effects of hazardous materials</b></p> <p>Mitigate damage to the environment from hazardous materials</p> <p>Decontaminate people and property affected by hazardous materials</p> <p>Support people involved in hazardous material incidents</p>
<b>Ff 6</b>	<p><b>Support effectiveness of operational response</b></p> <p>Collect information on risks in your community</p> <p>Collect information on resources in your community</p> <p>Maintain internal resources</p>
<b>Ff 7</b>	<p><b>Support the development of colleagues in the workplace</b></p>

	<p>Communicate your own skills and knowledge to colleagues in the workplace</p> <p>Support the development of colleagues</p>
<b>Ff 8</b>	<p><b>Contribute to the safety solution to minimise risks to your community</b></p> <p>Inspect premises to minimise risks to people, property and the environment.</p> <p>Report on issues arising from inspection.</p>
<b>Ff 9</b>	<p><b>Drive, manoeuvre and re-deploy fire safety vehicles</b></p> <p>Drive vehicles to incidents</p> <p>Manoeuvre, site and re-deploy vehicles</p>



## Is Firefighting the role for you?

The role of a Firefighter is very rewarding, but it is also an arduous role. It is not a role that is suitable for everyone.

The questions below are designed to allow you to further think about the role and decide if the role of a Firefighter is for you. Tick yes or no to the following questions:

	Yes	No
Are you genuinely interested in people?		
Are you able to get on well with people from different backgrounds, and people with different cultures?		
Do you want to work as part of a close knit team?		
Are you able to work effectively under pressure?		
Are you able to think on your feet to solve problems, knowing that a lot will depend on the suggestions you make?		
Can you deal with members of the public in a sensitive way when they are in distress, confused or being obstructive?		
Can you take responsibility for being a representative of the Service when at work and when not?		
Are you committed to maintaining and continually developing your skills?		
Are you prepared for the demands of working in a disciplined uniformed service where you will have to take orders from others?		
Can you accept the need for rules around what you can and cannot wear?		
Are you committed to maintaining your physical health and fitness?		
Do you like working in a practical way, using various equipment?		
Do you like finding out the way things work?		
Can you be relied upon to always be on time, wherever that may be?		
Do others see you as a dependable?		
Are you prepared to work outside in any weather, when it is wet and cold?		
Are you prepared to work in confined spaces, at height or in water?		
Are you able to commit to an 8 week recruits training course?		

**If you have answered yes to all of the above questions and feel that you have what it takes to become a Firefighter, please continue to read the rest of this booklet and join our recruitment campaign.**

## **The Recruitment Process**

This section will give you an overview of the recruitment process and what will be required of you. There are six stages to the process:

Stage 1:	Online Registration
Stage 2:	SIFT Assessments
Stage 3:	Ability Tests
Stage 4:	Job Related Tests
Stage 5:	Interview process
Stage 6:	Medical

Stages 1 to 3 are only accessible online. Stage 4 will take place at the Service's Training and Development Centre in Telford. Stages 5 and 6 will take place at the Service's Headquarters in Shrewsbury.

You must ensure that you read all questions carefully, you cannot amend your answers once they are recorded.

Throughout the process please check your emails daily, including trash/spam folders for instructions as to when and how to access the various stages. We need to adhere to a strict timetable and if you miss an email it is your responsibility and we **will not extend deadlines under any circumstances.**

In the unlikely event that you encounter any technical/log in issues for any of the online assessments it is essential to let us know prior to that stage of the assessment closing to [Applicant.support@hrsolutionshub.co.uk](mailto:Applicant.support@hrsolutionshub.co.uk). Failure to do so will terminate your application process.

### **Stage 1 – Online Registration**

The Online Registration stage requires you to complete some personal information and to register to undertake the recruitment process. Once you have completed this, you will be presented with a Realistic Job Preview where you will be asked to consider a number of questions about the role of a Firefighter and how they meet your expectations around working environment and future career.

You will then be asked a number of questions to make sure you are eligible to apply. As part of this you will be asked:

- Whether you will be 18 at the commencement of the recruits course (please refer to the Candidate Pack for details on dates)

- Whether you are eligible to work in the UK
- Whether you have any unspent criminal convictions (please refer to the Candidate Pack for more information)
- Whether you have any outstanding County Court Judgments (please refer to the Candidate Pack for more information)
- Whether you live within one of the following regions:
  - Shropshire
  - Cheshire
  - Staffordshire
  - Herefordshire
  - Worcestershire
  - West Midlands
  - Wrexham
  - Powys
- Whether you have any other applications pending, or in a process, with another Fire and Rescue Service.

With regards to unspent criminal convictions, Nacro provide some information on the Rehabilitation of Offenders Act, and this can be found by visiting:

<https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/disclosing-criminal-records-employers/#longspent>

**If you are unsure whether your conviction is spent or its status please take separate legal advice.**

If you do not meet the eligibility criteria you will not be allowed to proceed with your application. The criteria are applied consistently and **no exceptions will be made.** Therefore, please do not contact us to query the criteria or seek to apply if you do not meet the eligibility requirements. **If it is found at a later stage that you do not meet the eligibility criteria you will automatically be removed from the process.**

**Please note, you will be required to carry out a DBS check upon appointment.**

The timeframes for completion of stage 1 are listed below

	<b>What is involved?</b>	<b>How long will it take?</b>	<b>Stage Opens</b>	<b>Stage Closes</b>
Online Registration	Registration Realistic Job Preview Eligibility	Approximately 30 minutes to complete all sections	Monday 22 January 12 noon	Monday 5 February 12 noon

You will need your National Insurance number available when you apply in order to register, along with an email address. It is important that you check your email address is correct as the system will use the email you have registered to contact you. If your email address is incorrect the system will be unable to contact you regarding your application. If you do not complete the Online Registration section you will be unable to access all other parts of the process and your application will be removed.

**You will only be able to register once for this campaign so it is important that you check all details submitted are correct. There is no option to amend details once they have been submitted.**

Once you have completed the registration and eligibility stages you will be informed on screen whether you have:

- Passed and will be contacted to progress to the next stage
- Failed, and the reason why
- That your application has been referred to the HR Department at Shropshire Fire and Rescue Service because further information is required from you before deciding if you are eligible

These outcomes are clearly explained and final. There is no ability to appeal the decision. Please note, CV's or any other form of application will not be accepted.

## **Stage 2 – SIFT Assessments**

The next stage consists of 2 assessments, the Behavioural Styles Questionnaire (BSQ) and Situational Judgement Test (SJT).

BSQ measures your typical behaviour and preferences in a work environment. Its purpose is to assess whether you have the behaviours and attitudes required to undertake the role effectively. A full participant brief, including an example question, can be found on our website.

SJT assesses your judgement and decision making skills in relation to situations relevant to the role. A full participant brief, including an example scenario, can be found on our website.

No knowledge, prior experience or revision are required for either of these assessments.

The timeframes for completion of stage 2 are listed below

	<b>What is involved?</b>	<b>How long will it take?</b>	<b>Assessment Opens</b>	<b>Assessment Closes</b>
BSQ	Behaviour Styles Questionnaire (BSQ)	Approximately 15 – 20 minutes (this assessment is not timed)	Tuesday 6 February 12 noon	Monday 12 February 12 noon

SJT	Situational Judgement Test (SJT)	Approximately 15 – 20 minutes (this assessment is not timed)	Tuesday 13 February 12 noon	Monday 19 February 12 noon
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### Stage 3 – Ability Tests

If you meet the requirements of stages 1 and 2, you will be invited to complete the Ability Tests.

This stage involves completing two assessments, which are:

Numerical Reasoning  
Verbal Reasoning

Numerical Reasoning measures your ability understand, interpret and evaluate numerical information. You will be presented with graphs, charts and numerical information and will then be required to make calculations based on this information.

Verbal Reasoning measures your ability to understand and interpret written information. You will be presented with passages of text and will be required to answer a series of questions to demonstrate your ability to interpret and analyse verbal information.

The timeframes for completion of stage 3 are listed below

	What is involved?	How long will it take?	Assessments Open	Assessments Close
Ability Tests	Numerical Reasoning Verbal Reasoning	These tests are timed and you will be notified of the time allocation before you start the test	Tuesday 20 February 12 noon	Monday 26 February 12 noon

There is a link on our website to enable potential applicants to undertake example questions of the Ability Tests.

**It is recommended that a desktop or laptop are used for all stages of the process. They are not compatible with smartphones.**

### Stage 4 – Job Related Tests

Those successful at the online assessment stages will be shortlisted for the Job Related Tests. If you are successful in gaining a place, you will be invited to attend the Service's Training and Development Centre in Telford.

The job related tests comprise of the National Firefighter Selection practical tests and include:

- Enclosed space
- Equipment assembly
- Equipment carry
- Ladder climb
- Casualty evacuation
- Ladder lift simulator

These tests are designed to assess your level of fitness in relation to requirements of the role. Brief details of the tests are below:

**Please note, it is the Service's policy not to advertise the time limits for the practical tests prior to them being undertaken.**

### Enclosed Space

You will be required to traverse a crawlspace whilst wearing full fire kit and a BA face mask, which will be blanked out, whilst carrying a dummy to simulate a casualty. You should be able to complete this test within a set timeframe.

### Equipment Assembly

At the beginning of the test an Instructor will demonstrate the correct way of assembly a piece of equipment. You will then be required to assemble and disassemble the same piece of equipment, following the diagrams available to you. You should be able to complete this test within a set timeframe.

### Equipment Carry

You will be required to carry various pieces of firefighting equipment over a set distance within a set timeframe.

### Ladder Climb

An instructor will show you how to apply a 'leg lock' before the test commences and you will be fitted with a harness. You will then be required to climb a ladder to a specific height. At that point you will be advised to apply the 'leg lock' to secure yourself to the ladder, remove your hands from the ladder and lean back, looking over your shoulder to identify the object the Instructor is holding up. Once completed, you will be advised to put your hands back on the ladder, release the 'leg lock' and descend.

### Casualty Evacuation

You will be required to drag a dummy (simulating a casualty) around a set course within a set timeframe.

### Ladder Lift Simulator

You will be required to lift a ladder simulation over your head, safely, and lock it into place.

More detailed information on the tests can be found at [www.fireservice.co.uk](http://www.fireservice.co.uk)

### **Stage 5 – Interview**

Those successful at the Job Related Tests will be shortlisted to undertake an interview process. If you are successful in gaining a place, you will be invited to attend the Service's Headquarters in Shrewsbury.

The interview process will be split into two parts. The first part will consist of a telephone role play undertaken with an external assessor. The second part will be a panel interview.

At this stage you will be required to complete, and bring with you, a kit measurement form.

### **Stage 6 – Medical and Fitness**

Those successful at Interview will be shortlisted to attend a Medical and Fitness Test. The medical lasts approximately one and a half hours. You will see the Occupational Health Physician, the Occupational Health Nurse, and the Fitness Instructor. For more information on the medical, please visit [www.fireservice.co.uk](http://www.fireservice.co.uk)

**Please note, the decision of the Occupational Health Unit with regards to your fitness for the role of Firefighter is final and there is no ability for their decision to be appealed.**

You will also be asked to contact the Service's Technical Service Department at Headquarters in Shrewsbury to arrange to be measured for fire kit, in anticipation of you successfully gaining a place on the Recruits Course. You can arrange for this to take place on the same day as your medical.

### **Appointment**

Those successful at Medical and Fitness will be shortlisted for conditional offers of appointment and a place on the Recruits Course.

### **Job Share**

Candidates who are offered a position under a job share will be required to work one day shift and one night shift, determined by their rota. Individuals offered a position under the job share scheme will be required to work full time hours for the duration of the recruits course.

### **Offer of Appointment and DBS Check**

Offers of employment will be made to those individuals successfully gaining a place on the Recruits Course

Offers of employment will be subject to satisfactory references and DBS checks.

You will be asked to supply us with names and addresses of two persons who are able to act as referees. One of these **must** be your present or most recent employer. Referees must not be related to you.

You are also required to undertake a DBS check, which you will need to apply for yourself. For more information on DBS checks, please visit:

<https://www.gov.uk/request-copy-criminal-record>

You will not be required to undertake a DBS check until you are offered a conditional position.

Upon receipt of your DBS certificate, you be required to bring it into HR at Headquarters for verification. There is a fee for applications for DBS checks and this will be reimbursed by the Service upon verification.

### **Induction and Recruits Course**

If successful at gaining a place on the Recruits Course, you will be required to attend a Service location for an Induction. The induction will consist of:

- An introduction to the Service
- Welcome from the Executive Officers
- Fire kit check
- Brief from the Unions
- Equality and Diversity Training
- Health and Safety Training
- Brief from the Development department
- Visit to Shrewsbury Watch and Fire Control
- Brief about various benefits available to employees
- Set up of ICT Equipment
- Questions and answers session

Following your Induction, you will start your Recruits Course on 1 July 2024 which will be based at the Fire Service College. This is an 8 week residential course.



