



Job Description and Person Specification for the role of a Firefighter

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Guidance for FRS staff using this document

The NFCC Recruitment Project has undertaken to create a Job Description, aligned to the Operational Firefighter apprenticeship, and a Person Specification made up of Knowledge, Skills and Behaviours for the core role of a Firefighter (to be applicable to all fire and rescue services).

A list of service-specific duties, and associated Knowledge, Skills and Behaviours where applicable, has also been created. Fire and rescue services can add these to the Job Description and Person Specification as required, according to local variations within their Community Risk Management Plan (CRMP). A guidance note, which includes considerations for use when deciding to add or not add service-specific duties to the Job Description is available. This will help services determine the possible impacts of decisions made.

The intention of this undertaking is to provide these model templates, from which each individual fire and rescue service can pick and choose the elements that are relevant to them in accordance with what has been agreed locally, whilst achieving a level of consistency. The expectation is that each individual fire and rescue service will use this guidance and template to create a Job Description and Person Specification using nationally-agreed terminology, which will then be embedded into that service's own attraction materials to be provided to applicants.

Please note that some of the service-specific duties are considered by some fire and rescue services as part of the core duties (eg. some services consider fire cadets as part of D1 "Educate your community to improve awareness of fire and rescue safety matters", whilst other services treat fire cadets as an additional duty). The approach taken is that the core role contains only the activities which all fire and rescue services nationally would expect their firefighters to undertake. Anything which varies service to service is listed as a service-specific duty so that the Job Description and Person Specification can be amended according to each individual service's CRMP.

Within the service-specific duties section, the right-hand column "(Additional K/S/B required on entry?)" denotes whether a particular Knowledge/Skill/Behaviour is required on entry for that



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service-specific duty. This does not mean that a candidate would be expected to undertake that duty on entry, but it focuses on whether an additional Knowledge/Skill/Behaviour should be added to the Person Specification (eg. if a service intends to add water rescue to the Job Description then swimming would need to be added as a skill to the Person Specification, unless that service intends to teach trainees to swim).

Through the creation of this product, the intention was for the Person Specification to focus on the “raw” Knowledge/Skills/Behaviours being looked for at the stage of recruitment (in terms of getting the right person, who can then be trained, rather than expecting someone to be a fully-fledged Firefighter on arrival). The working group were conscious not to ask for someone who is superhuman but more to be looking for the right “ingredients” for a Firefighter and whilst it is not expected that every candidate will meet every criteria, this is what has been defined as the requirements to fulfil the role. The Knowledge/Skills/Behaviours that someone would be expected to have in order to do the job competently once they have been trained/undertaken an apprenticeship are listed in the Operational Firefighter apprenticeship standard (see product list below).

This product does not include any reference to pre-employment checks, in order for each individual service to provide information to applicants according to their own pre-employment processes.

Related NFCC products:

A wide variety of NFCC products link directly to this Job Description and Person Specification:

- [Core Code of Ethics](#) sets out five national ethical principles that provides a consistent approach to ethics and behaviours to be adopted by all staff within fire and rescue services in England
- [Leadership Framework](#) provides a consistent approach to Leadership and development for all staff, irrespective of discipline, role or function
- [Core Learning Pathways](#) sets out the formal qualifications and / or experience that might be required at each level for individuals when considering their career progression
- [Operational Firefighter apprenticeship](#)
- [Fire Standard for Operational competence](#) provides information about how National Operational Guidance should be implemented by fire and rescue services and used by their operational personnel
- [Safeguarding guidance document](#) sets out the legal duties placed on all UK Fire and Rescue Authorities and their staff when working with children and young people in any capacity

Specific to individual duties:

D1 - The [digital StayWise platform](#) provides the safety messages, lesson plans and resources for Firefighters to use when delivering safety messages

D14 - [Person Centred Framework](#) underpins Home Fire Safety Visits

Fire cadets / youth – The [Youth Operational training manual](#) provides guidance for anyone delivering fire cadets or youth work



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JOB DESCRIPTION AND PERSON SPECIFICATION – FIREFIGHTER (core role)

Purpose of the Role:

In their daily work, a Firefighter in this role interacts with individuals, groups and the wider community to provide information, advice and guidance around health, safety and wellbeing.

The broad purpose of this role is to deal with a wide range of emergency situations where problem solving and initiative is vital to resolve incidents effectively and professionally. When in attendance, a Firefighter must adopt a person centred approach to dealing with members of the public and casualties who may be distressed and confused. These situations vary from preventing fires, tackling fires, searching, rescuing and protecting people and animals by sustaining/preserving their life, to protecting life and the environment from the effects of fire, natural and human disasters and hazardous materials (chemical, biological, radiological, nuclear, and explosives). They also respond to incidents involving planes, trains, road traffic collisions and marine emergencies.

A Firefighter may also carry out fire safety checks of business premises and liaise with specialist fire safety staff to assist in driving down risk in the built environment. They may contribute to home fire safety checks of more vulnerable members of the community, providing advice, fitting fire safety equipment and making referrals to other agencies as necessary. They may also assist at fire safety and community safety events by providing demonstrations and home safety advice.

The working day could include theoretical and practical training along with testing and maintaining equipment to ensure operational preparedness. It is essential that a Firefighter is prepared and ready to respond at all times when on duty. Firefighters must be able to carry out physically demanding work; at height, in enclosed spaces, and outdoors, working in all weather and environmental conditions, and they will need to be prepared to wear appropriate personal protective equipment (PPE) when training for and attending incidents.

Firefighters work as part of a close-knit team of professionals across the organisation that provides 24-hour response cover to resolve fire and rescue operational incidents. They adopt multi-agency working principles with partners and other organisations to respond to complex situations. They will also need to be able to carry out tasks individually.

A Firefighter in this role should behave in a professional manner at all times, adhering to the values and behaviours of the organisation, and is expected to deal with all incidents in alignment with operational command and procedures. They will need to be aware of all relevant legislation and apply this to their role.



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Job Description

D1 (link to FF1)	Educate your community to improve awareness of fire and rescue safety matters
D2 (link to FF2)	Take responsibility for effective personal performance in fire and rescue
D3 (link to FF2)	Establish and maintain effective working relationships with people
D4 (link to FF3)	Save and preserve endangered life. Safely conduct a search to locate life involved in fire and other incidents, using a range of rescue equipment
D5 (link to FF3)	Rescue life (human or animal) involved in incidents
D6 (link to FF3.3)	Provide treatment to casualties
D7 (link to FF4)	Respond and provide resolution to fire and rescue operational incidents
D8 (link to FF4)	Provide support to people directly or indirectly involved in operational incidents
D9 (link to FF4)	Carry out roles and responsibilities, within the incident command system, alongside other agencies during fire and operational incidents
D10 (link to FF5)	Protect the environment from the effects of hazardous materials and support people involved. This could include the use of appropriate personal protective equipment (PPE) and decontamination methods
D11 (link to FF6)	Test and maintain equipment to support the effectiveness of operational response
D12 (link to FF6)	Collect information on risks and resources in your community
D13 (link to FF7)	Support the development of colleagues in fire and rescue
D14 (link to FF8)	Contribute to fire safety inspections and outcomes to minimise risks to people, property and environment

Person Specification (Knowledge, Skills and Behaviours)

K1	Previous experience of working and/or volunteering in the community
K2	Understand the fire and rescue service's wider role and purpose
K3	An awareness of the fire and rescue service and a range of activities across prevention, protection and response
K4	An awareness of the importance of and a commitment to protecting our environment



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K5	Understand the involvement of the fire service in providing medical intervention and safeguarding
K6	The importance of maintaining physical and mental wellbeing
S1	Ability to carry out administration including the use of technology (eg. mobile communication and ICT systems)
S2	Ability to forge relationships with people from different backgrounds and cultures
S3	Communicate effectively, through listening, writing, speaking and presenting information
S4	Ability to work methodically with attention to detail
S5	Have the sensitivity to deal with members of the public when they are injured, distressed, confused or being obstructive
S6	Proven experience of working effectively with others
S7	Be able to operate at height
S8	Be able to operate in or around water
S9	Be able to work in confined spaces
S10	Celebrate difference and be adaptable to communicate with members of all communities across a variety of backgrounds and personal circumstances
B1	Ability to react appropriately under pressure and in difficult situations
B2	Take responsibility for the health, safety and welfare of themselves, colleagues, other emergency responders and members of the public
B3	Be prepared to continuously learn and develop
B4	Commitment to maintaining own health, physical and mental wellbeing and fitness
B5	Confidence to be adaptable and flexible to changing situations
B6	Demonstrate taking responsibility for effective performance
B7	Support the development and welfare of self and others
B8	Be able to embrace and promote the values of the organisation
B9	Demonstrate integrity, reliability and responsibility
B10	Be prepared to work with people in need and challenge inappropriate behaviour
B11	Be willing to work in an agile manner to deliver a 24/7 service



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POTENTIAL ADDITIONS TO THE JOB DESCRIPTION AND PERSON SPECIFICATION OF THE CORE ROLE

Service-specific duties (to be applied as required, according to local variations in CRMP)

<u>Service-specific duty</u>	<u>Wording for inclusion in Job Description</u>	<u>Additional K/S/B required on entry?*</u>
Co-responding	Provide emergency response and care to medical emergencies in partnership with local ambulance services	N
Driving + LGV driving	Drive, check and ensure safe operation of fire and rescue service vehicles	Y
Water rescue	Respond and provide resolution or support to water rescues	Y
Specialist response to high-threat and hostile incidents	Respond and provide specialist support to high-threat and hostile incidents such as terrorist attacks	Y
Mountain rescue	Respond and provide support to mountain rescue incidents	N
Moorland rescue	Respond and provide resolution or support to incidents involving moorland	N
Rescue from unstable ground	Respond and provide resolution or support to rescues involving unstable ground	N
Technical rope rescue	Respond and resolve incidents requiring technical rope rescue skills	N
Flood response	Respond and provide resolution support to floods	Y
Incidents involving large animals	Respond and provide resolution or support to incidents involving large animals	N
Advanced ICT skills (eg. social media / data analysis)	Complete a range of advanced ICT tasks	Y
Project management	Complete project management tasks in line with appropriate methodologies	N
Fire cadets / youth	Support and deliver educational programmes to youth groups	N
Mortuary	Respond and provide support to mortuary activities	Y
Ambulance	Same wording as co-responding	Y
Social assistance call response	Respond and provide support to calls for assistance from social services	Y
Hospital to home	Provide support to the discharge and transport of patients	Y
Bariatrics	Respond and provide resolution or support to incidents involving Bariatric casualties	N



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National Resilience capabilities	Respond and provide resolution or support to incidents requiring National Resilience capabilities, including: <ul style="list-style-type: none"> • Chemical, Biological, Radiological, Nuclear (Explosives) • Urban Search and Rescue • High Volume Pumping • Command and Control (Enhanced Logistics Support) 	N
Missing people	Respond and provide resolution or support to incidents involving missing people	N
Falls	Respond and provide resolution or support to calls for assistance for person/s involved in a 'fall' incident	N
Fires on board vessels	Respond and support other agencies to resolve fires on board vessels on shore or at sea	Y

* If Yes, see below

Service-specific Knowledge, Skills and Behaviours

Where a specific Knowledge, Skill and/or Behaviour would be required on entry (relating to a service-specific duty being added to the Job Description), please see suggested inclusions within the Person Specification below.

Specific wording has not been defined, as this will depend on service-specific factors (eg. if an individual service is willing to teach trainees to drive then the "consent to learning as and when required by the service" could be included, but if not then that would not be suitable for inclusion). Some examples of how these could be worded within the Person Specification are as follows:

- Hold an existing driving licence/LGV licence, or consent to learning as and when required by the service
- Be able to swim to [x level or standard], or consent to learning as and when required by the service

Service-specific duty	Category	To include within Person Specification
Driving + LGV driving	S	Driving licence/LGV licence, or consent to learning as and when required by the service
Water rescue	S	Swimming, or consent to learning as and when required by the service
Specialist response to high-threat and hostile incidents	B	Be prepared to wear ballistic personal protective equipment (BPPE)
Flood response	S	Swimming, or consent to learning as and when required by the service
Advanced ICT skills (eg. social media / data analysis)	S	Advanced ICT skills, with a description of which specific skills would be required



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Mortuary	S	Driving licence with an appropriate category, or consent to learning as and when required by the service
Ambulance	S	Driving licence with an appropriate category, or consent to learning as and when required by the service
Telecare	S	Driving licence with an appropriate category, or consent to learning as and when required by the service
Hospital to home	S	Driving licence with an appropriate category, or consent to learning as and when required by the service
Fires on board vessels	S	Swimming, or consent to learning as and when required by the service

Guidance note for use when considering service-specific duties

The list below is intended to cite any considerations that might need to be borne in mind when adding service-specific duties to the Job Description, or choosing not to add service-specific duties. The intention of this is raise the possible impacts of decisions made. Any addition of a service-specific duty, and associated Knowledge, Skills and Behaviours where applicable, to the Job Description and Person Specification would require an Equality Impact Assessment.

The “If added to JD/If not added to JD” column is to denote whether the consideration is related to adding a service-specific, or choosing not to add a service-specific, to the Job Description.

Examples:

- if a Service chooses not to require candidates to drive, then they would need to bear the listed considerations in mind
- if a Service does choose to require candidates to undertake water rescue, then they would need to bear the listed considerations in mind

Service-specific duty	Considerations	If added to JD / If not added to JD?
Co-responding	Might lead to limitations in partnership working	If not added to JD
Driving + LGV driving	The requirement to be able to drive at the time of recruitment might cause a barrier to entry for some applicants. A service may wish to consider offering to teach trainees to drive within a certain timeframe of joining the service	If added to JD
Driving + LGV driving	Might have no drivers if nobody is willing to learn Might not able to provide cover moves for other stations if required Might be tricky to access training Lack of driving may have knock-on effects limiting capability to undertake other activities (eg. co-responding)	If not added to JD
Water rescue	The requirement to swim might cause a barrier to entry for some applicants. A service may wish to	If added to JD



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	consider offering to teach trainees to swim within a certain timeframe of joining the service	
Water rescue	Might lead to a workforce that is incapable of responding to water rescue	If not added to JD
Flood response	The requirement to swim might cause a barrier to entry for some applicants. A service may wish to consider offering to teach trainees to swim within a certain timeframe of joining the service	If added to JD
Flood response	Might lead to a workforce that is incapable of responding to a more prevalent type of incident, as changing environmental factors mean that water/flood response are becoming more prevalent (became statutory duty in Wales in 2017)	If not added to JD
Advanced ICT skills (eg. social media / data analysis)	Might cause a barrier to entry for some applicants	If added to JD
Project management	Might cause a barrier to entry for some applicants	If added to JD
Fire cadets / youth	May limit the scope of work carried out with young people	If not added to JD
Mortuary	Might lead to limitations in partnership working	If not added to JD
Ambulance	Might lead to limitations in partnership working	If not added to JD
Telecare	Might lead to limitations in partnership working	If not added to JD
Hospital to home	Might lead to limitations in partnership working	If not added to JD
National Resilience capabilities	Inability to provide this function where required in areas where it might be necessary	If not added to JD
Missing people	Might lead to limitations in partnership working	If not added to JD
Falls	Might lead to limitations in partnership working	If not added to JD
Fires on board vessels	Inability to provide this function where required in areas where it might be necessary	If not added to JD