



Firefighter Transferee

Process Booklet and
Assessment Guide



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**



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Assistant Chief Fire Officer's Message

I am pleased that you are interested in finding out more about transferring into Cambridgeshire Fire and Rescue Service

CFRS is a high performing service that is willing to do things differently and constantly looking to improve. We demonstrated this as one of the services in the first tranche of the new government commissioned inspection process. Her Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) found the Service was 'good' across all three core areas as well as all eleven sub-sections, one of only two services across the country to achieve this. We were also one of only three services to achieve 'good' overall for looking after staff.



We are committed to protecting the community and it was particularly pleasing that the inspectorate recognised our understanding of the risks in Cambridgeshire and Peterborough and how we manage these. They noted some of the positive work we have done to reduce that risk, working with partners to ensure that those in our communities most vulnerable from fire are protected as much as they can be. [The full report inspection report can be found on our website.](#)

We have worked hard to ensure we are making the best use of our resources across the county, being innovative to find new solutions to provide a better service. An example of this is roaming fire engines to provide cover in areas where on-call crews are not available. The aim is to reduce attendance times to emergency calls while also delivering fire prevention activity. The roaming pumps will not work out of a fixed fire station, but will be sent to areas north and south of the county each day. When not attending incidents, the crews will be carrying out community safety work including safety visits to elderly and vulnerable residents, as well as visiting local businesses to ensure they comply with fire safety legislation.

If you are successful in your application, you will join a highly motivated and close knit team who are committed to leading the Service to operational and community safety excellence. You will be selected because you have the knowledge and skills to successfully perform in the role but more importantly because you have the behaviours and qualities required to build a cohesive team able to deliver outstanding performance.

We look forward to receiving your application and hope to have the opportunity of working with you.

Jon Anderson

Assistant Chief Fire Officer

Our Service

Our community

The population of Cambridgeshire and Peterborough is approximately 852,500.

Cambridgeshire has a diverse and resilient economy. Situated in the heart of the East of England, Cambridge is less than one hour from London, just twenty minutes from London Stansted airport, which has excellent links to most major European cities and Cambridge also hosts its own private airport.

Cambridgeshire has good access to the national motorway network with the A1, A14 and M11 roads which provide easy connections to the Midlands, the North, London and the east coast ports of Felixstowe, Lowestoft, Ipswich, Great Yarmouth and Harwich.

The Fire Authority

The Fire Authority is the governing body responsible for delivering a fire and rescue service to Cambridgeshire and Peterborough. It was established in 1998 when Peterborough City became a unitary authority.

Seventeen elected members make up the Authority, all of whom are serving councillors. There are 13 members appointed by Cambridgeshire County Council and four members from Peterborough City Council, reflecting the proportion of tax payers in each of the two council areas.

The political make-up of the Authority reflects the number of members from the political parties on each of the appointing county and unitary authorities. A Chairman and Vice-Chairman are elected annually.

Our structure

We currently operate from 28 fire stations across Cambridgeshire and Peterborough, 27 of which are operational. We have four wholetime stations, three day crewed and the remainder are on-call stations, one of which is a voluntary fire station.

We have a fleet of 35 fire engines, three rescue vehicles, two MultiStar 1+ aerial appliances and a number of other specialist vehicles including a new hi-tech incident command vehicle.

Management, professional support departments and our Combined Fire Control (with Suffolk Fire and Rescue Service) are all based at our Service Headquarters in Huntingdon.

We employ more than 600 staff made up of 247 wholetime firefighters, including Principal Officers, around 200 on-call firefighters, 42 members of staff in our Combined Fire Control and 144 staff in professional support roles.

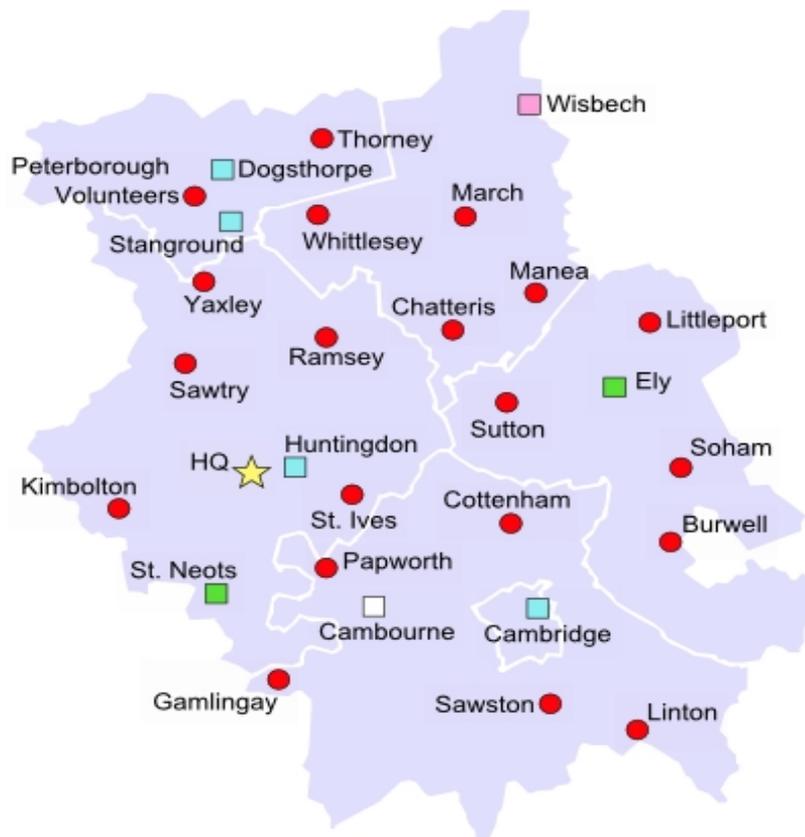
The Service is run by a chief fire officer who is also the chief executive of the Service. The chief fire officer is supported by two directors - the assistant chief fire officer and a director of resources. Each director is responsible for a number of departments and functions within the Service and is supported by a management structure within each directorate.

Map of our fire stations

Map key:

- = On-call station.
- = Wholetime station (crewed 24 hours per day, 7 days per week).
- = Day-crewed, 7 days per week (8:00am to 6pm).
- = Day-crewed, 5 days per week*.
- = Community fire station (no vehicles).
- ★ = Fire Service Headquarters.

* Crewed Monday to Friday from 8:00am to 6pm



Our Vision and Values

Our vision is for safe communities where there are no preventable deaths or injuries from fire or other emergencies.

Put simply, this means we want to **reduce risk and save lives**.

To achieve this, we need to achieve **operational** and **community safety excellence** in the most cost effective way (**value for money**), putting **people** at the centre of everything we do – both people in the community in terms of their safety and diverse needs and our own staff in terms of training, development and health and safety. These are our four strategic aims.



For each of our strategic aims we have set out what we aspire to achieve in each of the areas:

Community Safety Excellence

- We understand the risk in our communities
- We are inclusive in our approach and tailor our services to meet the needs of our diverse communities
- We work with partner agencies in a targeted, proactive and effective manner and are perceived as a key contributor to community safety

- We have a high level of customer satisfaction in our activities.

Operational Excellence

- We have competent, confident and skilled staff
- We have the right skills, equipment and resources in the right places
- We have a learning culture looking to continually improve the way we deliver our services.

People

- We continually strive to improve the service we deliver
- We listen and engage with staff, communities and our partners to improve what we do
- We develop our staff and encourage them to reach their potential.

Value for Money

- We actively seek collaborations
- We have effective and efficient working practices
- We continuously monitor how we are performing, sharing what we do with others and taking best practice from others.

We strive to incorporate three key values into every aspect of our work:

Dignity Our treatment of people should conform to a standard of behaviour that is socially acceptable to all members of the community we serve.

Respect the differences in groups of employees and the public. We should take into account the right for people to be different and value diversity rather than demean it.

Welcome people into the workplace. We should create a working environment that is open and inclusive, which offers help and support.

Our Behaviours

Working with staff, we have developed a set of behaviours that we expect everyone in the organisation to demonstrate, from the Chief Fire Officer to frontline staff.

What we believe in

What we do

Trust

I talk straight

I do what I say I will do

I genuinely listen to others

Respect

I praise and give credit to others

I help others to succeed

I value all people equally

Results

I try to improve things

I seek feedback and I act on it

I get the right things done

Commitment

I get the job done but not at others' expense

I show loyalty for the Service, not just my own area

I support decisions

Honesty

I admit if I'm wrong, graciously

I challenge inappropriate behaviour

I'm open and honest

Job Description

Responsible to: Watch Commander

Responsible for: No line management responsibility

MAIN DUTIES & ACCOUNTABILITIES

Emergencies

- Respond immediately and safely to all emergency calls and requests for assistance.
- Deal with emergencies as directed and work effectively and efficiently as a member of a disciplined team.
- Minimise distress and suffering, including giving first aid care.

Dealing with People

- Establish and maintain the confidence of members of the public.
- Maintain links within the community.
- Be sensitive to the needs of others, particularly with regard to fairness and dignity issues.

Fire Safety

- Give general fire safety advice and guidance to people when requested.
- Work to help educate members of the community in the risks and hazards of fire.
- Assist in Service initiatives, programmes and strategies to reduce fire calls.

Health and Safety

- Recognise health and safety issues at work and deal with them to minimise or eliminate the degree of hazard or risk.
- Ensure personal safety and the safety of others at all times.

Personal Fitness and Hygiene

- Maintain a level of physical and medical fitness necessary to carry out the duties of a wholtime firefighter.
- Maintain personal appearance, hygiene and cleanliness of uniform in keeping with a disciplined service.

Equipment

- Maintain all firefighting and emergency equipment in a state of readiness, including cleaning, repairing and testing as required to approved standards and procedures.
- Check firefighting resources provided for fire and rescue service use, including hydrants and fixed installations.

Local Geography

- Know the local streets, roads and buildings situated within the fire station response 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 as required and in accordance with the Data Protection Act 1998.
- Keep personal records up to date.

Training

- Take part in a continuous training programme by attending lectures, exercises, practice drill sessions and other forms of training to maintain competence levels.
- Attend training courses as directed.

Fire Authority

- Undertake any other duties commensurate with the level of responsibility and expertise as may be required by the Chief Fire Officer.
- Adhere to the policies and procedures of the Service.

Person Specification

Job Title: Wholetime Firefighter

Date of last review: 07 February 2017

CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
SKILLS	Effective communication skills	✓		Application form & Selection Process
	Practical / manual ability	✓		Application Form
	Logical approach to problems	✓		Application form & Selection Process
	Ability to follow instructions	✓		Selection Process
	Previous practical work experience		✓	Application Form
	Ability to work under pressure	✓		Application form & Selection Process
KNOWLEDGE	Awareness of elements of job	✓		Application form & Selection Process
	Awareness of Cambridgeshire Fire and Rescue Service and the role	✓		Selection Process
	Elements of teamwork	✓		Application form & Selection Process

EXPERIENCE	Successful contribution to teamwork	✓		Application form & Selection Process
	Contact with members of the public through work or other capacity		✓	Application form & Selection Process
	Work related to community service		✓	Application form & Selection Process
	Team working within a disciplined environment		✓	Application form & Selection Process
	A wholetime, substantive, competent firefighter working for a local authority fire and rescue service	✓		
	Life saving		✓	Application Form & Selection Process
	Current first aid certificate		✓	Application Form
EQUAL OPPORTUNITIES	Commitment to equality and fairness	✓		Selection Process
PERSONAL DEVELOPMENT	Responsible for updating own practices and knowledge	✓		Application Form & Selection Process
	Commitment to understanding personal development activities of both self and other	✓		Application Form & Selection Process

OTHER REQUIREMENTS	Physically fit/good aerobic capacity and healthy weight	✓		Medical and Fitness Exam on appointment
	Satisfactory unaided eyesight and colour vision	✓		Medical and Fitness Exam on appointment
	Satisfactory hearing	✓		Medical and Fitness Exam on appointment
	Ability to work at heights	✓		Application Form
	Ability to work in a confined space	✓		Application Form
	Commitment to the Service	✓		Selection Process
	Commitment of care to the community	✓		Selection Process
	A full and current driving licence that entitles you to drive in the UK without restrictions*	✓		Application Form
	Be able to swim including: <ul style="list-style-type: none"> – Jump/dive into deep water – Swim 50 meters in less than 70 seconds – Swim 100 meters continuously on front or back in deep water – Tread water for 30 Seconds – Surface dive to the floor of the pool – Climb out unaided without ladder/steps where the pool design permits 	✓		Selection process

*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required

Terms & Conditions

Location	The successful applicant will be based at a fire station within the county of Cambridgeshire; however your base may move at any time to meet Service requirements. You may also need to travel to other sites as required.
Salary	Competent firefighter £31,144 per annum Payment is normally made seven days before the last working day of the month by BACS transfer to your bank or building society account.
Hours	Cambridgeshire Shift System is a new shift system being implemented at our 24 / 7 WT stations as of 1 January 2018. This shift system works on the rota pattern of two day shifts 0800-1800 followed by two night shift 1800-0800 and then four rota days. However on occasions throughout the year you will work on roaming appliance. When you do this you will still follow your watch rota pattern but work four day shifts (two day shifts will replace your two night shifts). You will also have to come in for up to four training days per year. These days are planned in and are outside your normal working pattern.
Offer Subject to	<ul style="list-style-type: none"> • Evidence of right to work in the UK. • Receipt of references satisfactory to the Authority. • Disclosure and Barring Service check. • Successful completion of fitness test, medical and swim test. • Successful completion of conversion course.
Duties	The job description on pages 9 and 10 is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet with changing circumstances. You may on occasion be required to undertake work outside of your normal duties to meet the needs of the Service.
Probationary Period	There is usually a probationary period of 6 months.
Pension	Membership of the Firefighter Pension Scheme - this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will start at 12.9%.
Annual Leave	The full annual leave entitlement is 30 days, which comprises of 25 Scale A days and 5 Scale B days and should be taken in accordance with the annual leave policy in the leave year of entitlement otherwise it may be forfeited. The leave year runs from 1 January to 31 December. After 5 years continuous service, you will be entitled to 3 days long service leave (pro rata in the fifth year of service).
Sickness	The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay.
Childcare Scheme	We operate a Childcare Salary Sacrifice Scheme.

Training and Development	Training and development is a high priority in the Service. It is seen as a continuous process and you will be encouraged to develop relevant skills.
Equal Opportunities	The Fire Authority is committed to providing equality of opportunity in employment and service provision.
Additional Benefits	<ul style="list-style-type: none"> • access to a range of in-role development opportunities • career pathways for promotion • family friendly policies • Employee Assistance Programme • Health Shield - Health Cash Plan
Legal Right to Work in the UK	Asylum and Immigration legislation requires all employers to obtain proof that prospective employees have a legal right to work in the United Kingdom. You will therefore be asked for a National Insurance number and documentary evidence such as a valid passport or other identity documents.
Other Employment	You will not be permitted to hold any other office or employment for hire or gain or carry on any trade or business without prior written approval. Where such approval is given you will restrict your total working time in the additional employment to ensure that you do not work in total in both employments in excess of an average of 48 hours per week over a 17 week period imposed by Regulation 4(1) of the Working Time Regulations 1998.
Uniform	You will be issued with uniform and kit before the conversion course starts.

The Process

Application form

Email recruitment@cambsfire.gov.uk to register your interest in transferring to CFRS. Please include the following in your email:

- Full name
- Current FRS
- Rank / role
- Home address
- Contact No.

You will then be contacted with further details with regards to completion of an application form.

Assessment Centre

The assessment Centre is built up of exercises to show us your suitability to the role

- The interview is designed in order to gain an insight into your experiences and skill sets which make you suited to the role of a Wholetime Firefighter. By asking you the same questions you were asked on your application form, it allows the panel of two members to really understand what you did, what skills were used and what you learnt from the example. You will also be asked an additional question, not included in your application form. Please familiarise yourself with the person specification document, as that provides you with a good understanding of what is required from the role.
- As well as your interview you will be required to give a short presentation. The aim of the presentation is for you to demonstrate your ability to present information, communicate clearly and have positive body language. One week ahead of your assessment date you will receive information via email which will explain what we expect you to complete. You will also have a short amount of time at the start of the exercise to refresh your memory on what you will be presenting.

Medical and Fitness

If you have been successful at the assessment centre you will be required to attend a medical and fitness appointment at our occupational health unit located in St Ives, you will complete the following at your appointment. This will take approximately 2 hours in total to complete.

Medical

The purpose of the medical is to assess the general level of health, including weight, blood pressure and lung function to allow the Service doctor to make an informed medical decision as to whether a candidate is fit to undertake firefighting duties, allowing for any reasonable adjustments that may be made in accordance with the Equality Act 2010. Candidates will also have a hearing, eyesight and urine test.

A report may also be required from a hospital where you have received treatment or an independent specialist if the Service doctor requires it. Your consent is required to access these records and in order for you to complete the selection process it is necessary that this consent is given as requested.

If you would like more information around our fitness requirements please [click here](#)

Vision Test

You will be given an eyesight form to complete please book an appointment with an optician and return the form in the prepaid envelope for more information about our eyesight requirement please [click here](#)

Fitness Test

During your medical assessment with Occupational Health you will be required to undertake the Chester treadmill walking test.

The Chester treadmill walking test was designed specifically for fire and rescue services by a professor of occupational health and fitness at the Centre for Exercise and Nutrition Science at Chester University.

The object of the test is to measure the Aerobic Capacity (Vo2 Max) of candidates. Aerobic fitness is the ability to carry out activities in all aspects of your social and occupational life without causing undue fatigue. This is a 12 minute progressive treadmill walking test to identify individuals who are capable (or not) of reaching the required fitness standard of 42 Vo2 Max. The test consists of walking at a specified and constant brisk pace to climb gradually increasing gradients from 0 to 15 degrees incline.

For more information about the Chester Treadmill test please [click here](#)

Swim Assessment

All of our wholtime firefighters based at our 24/7 stations are in-water trained to level 3 and expected to perform in-water rescues. We therefore need new recruits to be able to swim and be confident in water to the levels we have set in the essential criteria.

- The purpose of the swimming test is to assess if you are able to swim and:
- Jump / dive into deep water
- Swim 50 metres in less than 70 seconds
- Swim 100 metres continuously on front and/or back in deep water using a recognised swim e.g. front crawl, back stroke, breast stroke or butterfly.
- Tread water for 30 seconds
- Surface dive to the floor of the pool
- Climb out unaided without ladder / steps and where the pool design permits

Uniform Fitting

Once you have completed your medical, Fitness and Swim assessment you will be invited along to be sized for your Working Rig and PPE.

Conversion Course

Before being posted to your station you will be required to complete a conversion course. A conversion course is a training program created by our Training centre instructors to fill in any skills gap you may have before going on the run with your watch.