

Job Description

Aim:

To protect and save people and property from fire and other hazards in the most competent and effective manner to the highest possible standard of care and quality and to be actively involved in the prevention of fire, particularly in the home. A key part of the role is to undertake safe and well checks, offering free advice to residents on how to eliminate or reduce risks in the home.

DUTIES AND RESPONSIBILITIES

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 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 and other emergencies.
- 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 that of others at all times.

Personal Fitness and Hygiene

- Maintain level of physical and medical fitness necessary to carry out the duties of a 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 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

Factor	Evidence	Essential/ Desirable	Evidence
General Ability	Formal qualifications are not required however Numeracy, Literacy and Problem Solving Skills will be tested (tests are set at Essential Skills Level 2)	Essential	WWI
Knowledge/ Experience	Ability to communicate through the medium of Welsh	Desirable	ORA and SI
	Awareness of the role of the Firefighter	Essential	SI
Personal Style	An understanding and respect for people's differences. Committed to adopting a fair approach to others	Essential	ORA and SI
	Ability to maintain confident and resilient attitude in highly challenged situations	Essential	ORA and SI
	Openness to change and the desire to actively seek to support it	Essential	ORA and SI
Interpersonal	Ability to work effectively with others both within the Fire and Rescue Service and in the community	Essential	ORA and SI
	Ability to communicate effectively both orally and in writing to a range of different audiences	Essential	ORA and SI
	Commitment to and ability to develop self and others	Essential	ORA and SI
Task	Ability to understand, recall, apply and adapt relevant information in an organized, safe, systematic way	Essential	ORA, WWI and SI
	Ability to maintain an active awareness of the environment to promote safe and effective working	Essential	WWI, PP
	Ability to adopt a conscientious and proactive approach to work to achieve and maintain excellent standards	Essential	ORA, SI
	Ability to maintain a high level of appropriately directed activity – showing determination and the capacity to work hard in a challenging environment	Essential	ORA, PP
	Ability to follow orders and take direction	Essential	ORA
	Appropriate aerobic capacity/fitness	Essential	PP
	Satisfactory eyesight and colour vision	Essential	MED
	Satisfactory hearing	Essential	MED
	Ability to work at heights and in confined spaces	Essential	PP

Evidence Codes

ORA – Online Registration and Assessment

WWI – Working with Information Tests

PP – Physical and Practical Assessments

SI – Selection Interview

MED – Medical

ATAL AMDDIFFYN YMATEB PREVENTING PROTECTING RESPONDING



Gwasanaeth Tân ac Achub
Fire and Rescue Service

WE VALUE

Service to the community
People
Diversity
Improvement

SERVICE TO THE COMMUNITY

We value service to the community by

- Working with all groups to reduce risk
- Treating everyone fairly and with respect
- Being answerable to those we serve
- Striving for excellence in all we do

PEOPLE

We value all our employees by practising and promoting

- Fairness and respect
- Recognition of merit
- Honesty, integrity and mutual trust
- Personal development
- Cooperative and inclusive working

DIVERSITY

We value diversity in the Service and the community by

- Treating everyone fairly and with respect
- Providing varying solutions for different needs and expectations
- Promoting equal opportunities in employment and progression within the Service
- Challenging prejudice and discrimination

IMPROVEMENT

We value improvement at all levels of the Service by accepting responsibility for our performance by

- Being open minded
- Considering criticism thoughtfully
- Learning from our experience
- Consulting others

CORE VALUES