

Recruitment Information Pack



SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

ON CALL CREW COMMANDER (RETAINED DUTY SYSTEM)

VACANCY REF:	SFRS02128
CONTRACT STATUS:	Permanent
LOCATION:	Slamannan Community Fire Station
DEPARTMENT:	Falkirk and West Lothian LSO Area, East SDA
SALARY:	£3,427 - £3,575 (pro-rata plus £15.65 - £16.32 per hour)
HOURS:	Part Time (On Call)
CLOSING DATE:	26 July 2022

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 and Resourcing Team on 01698 402466 or email SFRS.PODVacancies@firescotland.gov.uk.



JOB DESCRIPTION

JOB TITLE:	On Call Crew Commander (Retained Duty System)
DEPARTMENT:	Service Delivery
RESPONSIBLE TO:	Watch Commander

N.B. Please note that whilst this job description is indicative of the nature and level of responsibilities associated with this role, it will be subject to change as the role evolves and the new structure for the SFRS becomes embedded.

ROLE OVERVIEW

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

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

KEY CONTACTS

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

- Watch Commanders
- Station Commanders
- Scottish Fire and Rescue Service

FUNCTIONAL RESPONSIBILITIES/KEY TASKS

- Support and deliver community safety and enforcement programmes to protect the public and make communities safer
- Lead, supervise and develop individuals and teams to maintain and deliver services
- Provide tactical, operational, leadership and support to resolve incidents
- Act as Incident Commander as required
- Supervise and maintain the response of the emergency service

MANAGEMENT RESPONSIBILITIES

- Support Watch Commanders in the management and administration of a watch and deputise, as directed, in the Watch Commander's absence

ROLE MAP

- **FF1 – Inform and educate your community to improve awareness of safety**
 - Promote safety matters to inform your community
 - Facilitate learning through demonstration and instruction
- **FF8 – Contribute to fire 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
- **WM1 – Lead the work of teams and individuals to achieve their objectives**
 - Plan the work of teams and individuals
 - Assess the work of teams and individuals
 - Provide feedback to teams and individuals on their work
- **WM2 – Maintain activities to meet requirements (MCI A1)**
 - Maintain health, safe and productive working conditions
 - Make recommendations for improvements to work activities
- **WM4 – Take responsibility for effective performance**
 - Take responsibility for personal
 - Establish and maintain effective working relationships with people
 - Develop your own skills to improve your performance
- **WM5 – Support the development of teams and individuals**
 - Contribute to the identification of development needs
 - Contribute to planning the development of teams and individuals
 - Contribute to development activities
 - Contribute to the assessment of people against development objectives
- **WM6 – Investigate and report on events to inform future practice**
 - Gather information to support the investigation of an event
 - Report the findings and conclusions of an investigation
- **WM7 – Lead and support people to resolve operational incidents**
 - Plan action to meet the needs of the incident
 - Implement action to meet planned objectives
 - Close down the operational phase of incidents
 - Debrief people following incidents

ADDITIONAL INFORMATION

Criteria

Essential Criteria

- Applicants must be competent Firefighters in order to apply
- Evidence of knowledge and understanding of current operational procedures

Desirable Criteria

- Crew Commander programme or equivalent
- Valid Incident Command pass

Post-Specific Criteria

- Ability to respond to the station within approximately 5-8 minutes from being alerted
- Ability to attend weekly Drill nights
- Requirement to attend relevant courses pertaining to the role

THE FOLLOWING PERSONAL QUALITIES AND ATTRIBUTES (PQAs) ARE REQUIRED IN THIS ROLE:

Commitment to Diversity and Integrity:

- Demonstrates a fair and ethical approach in all situations
- Demonstrates confidentiality

Openness to Change:

- Proactively supports change, adjusting approach to meet changing requirements

Confidence and Resilience:

- Maintains a confident, controlled and focused attitude in highly challenging situations

Working with others:

- Works effectively with others
- Leads, involves and motivates others

Effective Communication:

- Excellent interpersonal skills
- Ability to communicate effectively both orally and in writing

Commitment to Development:

- Committed and able to develop self, individuals, teams and others to improve organisational effectiveness

Problem Solving:

- Understands and applies relevant information to make appropriate decisions and create practical solutions

Situational Awareness:

- Has an active awareness of environment to promote safe and effective working
- Evidence of a thorough knowledge of fire and community safety issues

Commitment to Excellence:

- Leads others to achieve excellence by the establishment, maintenance and management of performance requirements

Planning and Implementing:

- Ability to prioritise own workload and work on own initiative
- Creates and implements effective plans to manage workload in line with organisational objectives and priorities

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 and CONDITIONS

JOB TITLE/GRADE	On Call Crew Commander (Retained Duty System)
LOCATION	Slamannan Community Fire Station Falkirk and West Lothian LSO Area, East SDA
CONTRACT STATUS	Permanent

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 a weekly drill night and 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
On Call Crew Commander (Retained Duty System) Development	£3,427	£15.65	£4.24
On Call Crew Commander (Retained Duty System) Competent	£3,575	£16.32	£4.24

*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 are applicable regardless of retainer fee % payable.*

ACTIVITY LED PAYMENTS

During periods of availability you may be required to attend operational incidents. All such activity will be paid at the basic hourly rate of a wholtime employee in the same role and same development or competent position.

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. You will receive a minimum of half an hour's pay and a disturbance fee when you do not form part of that crew.

WORKING HOURS

A 100% retainer is a contract of at least 120 hours per week and a 75% retainer is a contract of at least 90 hours per week.

You should be aware that undertaking On Call (Retained Duty System) 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 On Call (Retained Duty System) 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.

PENSION

Your current pension arrangements will continue to apply.

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 is dependent upon length of continuous service, commencing at 4 weeks per annum during the first five years of continuous service, rising to 5 weeks thereafter.

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.

THE SELECTION PROCESS

ONLINE APPLICATION

Please ensure that you complete the on-line application as fully as you can. It is important that you demonstrate how you meet the essential and desirable criteria outlined within the Job Description.

SHORTLISTING

The SFRS evaluate candidate suitability for a role by assessing your knowledge, experience and skills in relation to the criteria for the role and the Personal Qualities and Attributes (PQAs) detailed within the Job Description. You need to be clear and specific about your skills and experience as only the most suitable applicants will be selected for interview based on the evidence provided in the application.

INTERVIEW

PQAs measure the underlying attitudes and behaviours upon which good performance lies. To ensure you are in the best position to perform to your highest standards during our selection process, make sure you review the PQAs outlined in the Job Description, and have prepared examples of times you have successfully demonstrated these behaviours in the past. PQAs are sometimes referred to as 'competencies': for tips on how to prepare you may wish to conduct an internet search e.g. "preparing for a competency-based interview".

OFFER

If successful we will issue an offer of appointment.

DISABILITY

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.

"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.

DIVERSITY MONITORING

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 questionnaire 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.