SCOTTISH
FIRE AND RESCUE SERVICE
Working together for a safer Scotland

Crew Commander
Recruitment Information Pack

Safety. Teamwork. Respect. Innovation.

Welcome

Thank you for your interest in this opportunity with SFRS.

Our purpose

To work in partnership with communities and with others across the public, private and third sectors improving the safety and wellbeing of people throughout Scotland.

What we offer

01 Generous leave

Entitlement that increases with Service.

02 Inclusive support

Workplace adjustments for Neurodiverse and Disabled employees.

03 Benefits

Cycle to work scheme and access to Vivup employee benefits.

04 Wellbeing

Fire Fighters Charity, SFRS Family Support Trust and wellbeing advice.

05 Networks

Employee Networks for a variety of communities.

06 Facilities

Access to gym facilities, health and wellbeing services.

Eligibility Criteria

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ESSENTIAL CRITERIA

Role	Competent and substantive Wholetime Firefighter.
Qualification	Completion of On Station Assessment of Incident Command Competence (AICC).
Experience	Verifiable operational competence experience within the last five years. Simulation is not acceptable.
Readiness Evidence	Current appraisal signed by line manager indicating ready for progression. Watch Commander endorsement confirming suitability for promotion.
Conditions	No live discipline, conduct or performance issues.
Leadership Behaviours	Leads by example, supports others and communicates effectively. Self-aware; sets clear goals, monitors progress and ensures accountability. Good knowledge of SFRS organisational aims and challenges.

DESIRABLE CRITERIA

Desirable	Crew Commander portfolio or evidence of professional development through undertaking a temporary CC role. Holds SCQF Level 9 — Assess Workplace Competence Using Direct and Indirect Methods.

Application Guidance

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As part of our commitment to a fair, consistent and efficient recruitment process, we are using an artificial intelligence (AI) enabled tool called ALICE (Automated Language Inference and Cognitive Evaluation) to support the initial assessment of applications. ALICE does not make final decisions, and all applications will be reviewed by a shortlisting panel.

Step 1: Apply via MyJobScotland

Submit your application through MyJobScotland via the link on the weekly brief.

You will need to:

1. Complete the initial screening questions
2. Upload appraisal

Step 2: Submit responses to application questions via ALICE

Once you have submitted your application on MyJobScotland, you will receive an email with a link to the ALICE platform.

Tip: We recommend drafting your responses in a word document first, then copying them into the ALICE system when ready.

Application Questions (700 words per question)

You will be asked to respond to the following questions via ALICE. Your answers should clearly demonstrate how your skills and experience meet the role requirements.

Question 1 - Operational Decision-Making and Firefighter Safety (NFCC Service Delivery)

- Describe a recent incident (within the last 5 years) where you contributed to safe decision-making and helped maintain the safety of firefighters, partner agencies or the public. Explain your role, the actions you took, how you considered risk and safety, and what impact or learning resulted from your contribution.

Question 2 – Readiness for Role (NFCC Personal Impact)

- What knowledge, skills, experience and leadership qualities do you possess that demonstrate your readiness to perform effectively as a Crew Commander?

Question 3 – Leadership (NFCC Outstanding Leadership)

- Can you describe a time when you took the lead on or were responsible for something important. What did you learn about your leadership abilities from that experience?

Selection Process

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1. Online application

Complete the online form and upload your completed 2025/26 end-of-year appraisal. Answer three ALICE application questions, maximum 700 words each.

2. Appraisal

Must confirm 'Ready for Career Progression'; evidence SFRS Values behaviours; outline key objectives achieved, continuous improvement and Crew Commander development activity; all sections, dates and signatures complete.

3. Senior Manager Endorsement

Internal candidates must have Senior Manager Endorsement (SME) in line with current SFRS promotional guidance.

4. Shortlisting

ALICE scores and provides rationale for application-question responses for shortlisting panels to review and progress applications.

5. Interview

A policy/procedure review plus structured interview exploring experience, knowledge, understanding and/or opinion. Travel and subsistence expenses are the applicant's responsibility.

6. Post-interview outcomes

The SFRS reserve the right to appoint candidates following a promotion process for a period of up to 12 months from the date of the placement meeting. The promotion process will therefore remain open and will apply where there are sufficient candidates who have met the relevant criteria but have not been appointed due to a limited number of vacancies.

7. Offer

If successful, you will receive one offer of a post. Placements will be based on organisational needs, considering individuals skillset, preferences and development needs. An offer of appointment may be conditional and subject to a pre-employment check such as 'unspent' criminal record (PVG certificate) and other matters to ensure that you are qualified for the Appointment.

8. Feedback

Feedback is available to all candidates and will be arranged once the process is complete.

Timeline

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18 August 2026
Applications Open

6 September 2026
Applications Close

w/c 7 September 2026
Application Shortlisting

w/c 21 September 2026
Shortlisting Outcomes / Interview Invites

w/c 28 September, 5 & 12 October 2026
Interviews

w/c 19 October 2026
Selection Outcomes Advised

Further Information

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Disability Confident Employer:
SFRS are proud to be a Disability Confident Employer. To help us support you throughout the process, please indicate on your application form if you have a disability and/or a Specific Learning Difference (SpLD) and outline any specific requirements you would like to request during the selection process.

Corporate Parent:
As a corporate parent, we offer a Guaranteed Interview Scheme for care-experienced individuals. If a candidate meets the essential criteria for the role and discloses a care-experienced background (regardless of other factors such as age), they will automatically progress from the application stage to the interview stage of the selection process.

Diversity Monitoring Form:
The information you provide on the diversity monitoring form will be treated with the strictest confidence and will be used for monitoring and reporting purposes. It will be stored separately from your application and will not be shared with those involved in selection decisions.

Adjustments to the Selection Process:
SFRS will consider and provide Reasonable Adjustments throughout the selection process for candidates with a disability.

Reasonable Adjustments can be made at any stage of the selection process. For an adjustment to be considered Reasonable it must not have the impact of removing critical features of the job being tested in the selection process. Each job and selection process will each have its own unique key job requirements and tests but, as a general rule of thumb, if an adjustment could not be accommodated in real life carrying out the job then it would not qualify as a Reasonable Adjustment.

Reasonable Adjustments must be made on a case-by-case basis and for this reason candidates who believe they would benefit from and may qualify for a Reasonable Adjustment are encouraged to raise this as early as possible and ideally prior to completing and submitting their application.

For the purposes of making Reasonable Adjustments a disability is defined as:

- a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities.
- substantial’ is more than minor or trivial, for example it takes much longer than it usually would to complete a daily task like getting dressed.
- ‘long-term’ means 12 months or more, for example a breathing condition that develops as a result of a lung infection.

As an inclusive employer SFRS will also consider requests for adjustments to accommodate candidates with specific needs to participate in the selection process. This may include, but is not limited to, issues arising from other medical or neurodivergent conditions that do not amount to a disability under the Equality Act 2010 definition, pregnancy, maternity and menopause.

Further Information

To request an adjustment on the grounds of disability or an adjustment on other grounds applicants should select the appropriate box in the application form. Upon receipt of this notification a colleague from the People Directorate will be in touch to discuss what adjustments may be made.

Guaranteed Interview Scheme

SFRS operates two guaranteed interview schemes where the selection process involves a two-stage assessment i.e. application form and interview.

As a participant in the Disability Confident Scheme SFRS will offer candidates who disclose a disability (as defined above under Reasonable Adjustments) the opportunity to progress to interview where there is evidence that they meet the essential criteria for the role.

As a proud Corporate Parent SFRS will offer candidates from a care experienced background an opportunity to progress to interview where there is evidence that they meet the essential criteria for the role. To participate in either of these schemes candidates must opt-in to the relevant scheme when completing their application form.

Health and Wellbeing Support:

We are committed to supporting the physical and psychological wellbeing of all our employees throughout their careers with us. Mental health and wellbeing can look different for everyone, and we recognise that each person's experience is unique. That's why we offer a wide range of support services to help you maintain your health and wellbeing at work and beyond.

Further information can be found following the link below:

- **Health and Wellbeing Signposting for SFRS Employees**

Application Updates:

We are committed to keeping you informed throughout the recruitment process. All communications will be sent to the email address you provided on your application, so please ensure your contact details are up to date. We also recommend regularly checking your inbox including your spam or junk folder to avoid missing any important updates.

Please be advised that if you have a BT email, you will need to add our contact email SFRS.PODVacancies@firescotland.gov.uk as a safe sender to ensure that you receive all communication in relation to your application. Instructions on how to do so can be found **here**.

We hope this pack has given you a clear understanding of the recruitment process and what to expect.

Thank you for your interest in this opportunity and we would like to wish you every success.

For further information about Scottish Fire and Rescue Service please visit our website at https://www.firescotland.gov.uk/

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