

# **Job Description**

**Role**

Firefighter (Apprentice)

**Location**

As directed by the Chief Fire Officer

**Principal 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.

## **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
<b>General Ability</b>	For Future Leader Apprenticeship: 2 A Levels Grades A – C or equivalent qualifications (evidence to be provided, plus GCSE Grades A-C in Mathematics and English / Welsh Language or equivalent qualifications)	Essential	ORA
	For Firefighter Apprenticeship: GCSE Grades A-C in Mathematics and English / Welsh Language or equivalent qualifications (evidence to be provided)		ORA
	Numeracy, Literacy and Problem Solving Skills will be tested (tests are set at Essential Skills Level 2)		WWI
<b>Knowledge/ Experience</b>	Ability to communicate through the medium of Welsh	Desirable	ORA and SI
	Awareness of the role of the Firefighter	Essential	SL
<b>Personal Style</b>	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
<b>Intrapersonal</b>	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
<b>Task</b>	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 unaided 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 Application

WWI – Working with Information Tests

PP – Physical and Practical Assessments

SI – Selection Interview

MED – Medical

# Our Core Values

