

# Hertfordshire County Council Job Outline



**JOB TITLE:** On-Call Firefighter  
**GRADE:** Trainee ¾  
**REPORTS TO:** Crew Manager  
**DEPARTMENT:** Community Protection

## Purpose of the Job

To carry out intervention, protection and prevention activities to support the Community Safety Plan

## Main Areas of Responsibility

Role Specific Responsibilities	As part of these responsibilities you will (subject to the needs of the service) be required to:	Nos.
Inform and educate your community to improve awareness of safety matters	<ul style="list-style-type: none"> <li>Promote safety matters to inform your community</li> <li>Facilitate learning through demonstration and instruction</li> </ul>	FF1
Take responsibility for effective performance	<ul style="list-style-type: none"> <li>Take responsibility for personal performance</li> <li>Establish and maintain effective working relationship with people</li> <li>Develop your own skills to improve performance</li> </ul>	FF2
Save and preserve endangered life	<ul style="list-style-type: none"> <li>Conduct a search to locate life involved in incidents</li> <li>Rescue life involved in incidents</li> <li>Provide treatment to casualties</li> <li>Support people involved in rescue operations</li> </ul>	FF3
Resolve operational incidents	<ul style="list-style-type: none"> <li>Control and extinguish fires</li> <li>Resolve incidents other than those involving fire or hazardous materials</li> <li>Support people involved in an operational incident</li> </ul>	FF4
Protect the environment from the effects of hazardous materials	<ul style="list-style-type: none"> <li>Mitigate damage to the environment from hazardous materials</li> <li>Decontaminate people and property affected by hazardous materials</li> <li>Support people involved in hazardous materials incidents</li> </ul>	FF5
Support the effectiveness of operational response	<ul style="list-style-type: none"> <li>Collect information on risks in your community</li> <li>Collect information on resources in your</li> </ul>	FF6

	<ul style="list-style-type: none"> <li>community</li> <li>Maintain internal resources</li> </ul>	
Support the development of colleagues in the workplace	<ul style="list-style-type: none"> <li>Communicate your own skills and knowledge to colleagues</li> <li>Support development of colleagues</li> </ul>	FF7
Contribute to safety solutions to minimise risks to your community	<ul style="list-style-type: none"> <li>Inspect premises to minimise risks to people, property and the environment</li> <li>Report on issues arising from an inspection</li> </ul>	FF8

## Personal Qualities & Attributes

### *Personal Style*

Commitment to Diversity and Integrity	Understands and respects and adopts a fair and ethical approach to others
Openness to Change	Is open to change and actively seeks to support it
Confidence and Resilience	Maintains a confident and resilient attitude in highly challenging situation

### *Interpersonal Skills*

Working with Others	Works effectively with others both within the Fire and Rescue Service and in the community
Effective Communication	Communicates effectively both orally and in writing
Commitment to Development	Committed and able to develop self and others

### *Working with Information*

Problem Solving	Understands, recalls, applies and adapts relevant information in an organised, safe and systematic way
Situational Awareness	Maintains an active awareness of the environment to promote safe and effective working

### *Organisational Awareness*

Commitment to Excellence	Adopts a conscientious and proactive approach to work to achieve and maintain excellent standards
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## Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of

employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

## **Person Specification**

Please outline the reasons why you think you are suitable to be a Firefighter based on the below 3 questions. It is a good idea to write your answer out in rough while you decide what you want to write.

1. Why would you be good in the role of a Firefighter?
2. What skills or experience do you have that you believe are relevant to the role of a Firefighter?
3. What have you done to find out what Firefighters do?