

**THIS IS THE
DIFFERENCE
YOU MAKE**



This is the difference you make, leading Warwickshire Fire and Rescue.



Candidate Information Pack 2022

Join us

This candidate information pack contains important information for anyone considering a career as a wholetime firefighter with Warwickshire Fire & Rescue Service. To maximise your chances of success through the application process, as well as ensure this career is really for you, please take as much time as possible to read through and understand our values and objectives as an organisation. We wish you the best of luck with your application.

A message from Chief Fire Officer Ben Brook

Warwickshire Fire and Rescue Service is committed to protecting the people of Warwickshire, supporting them to be safe while:

- at home
- at work
- when travelling in and through Warwickshire; and
- when enjoying the environment.

We have three different approaches that all our colleagues use to achieve this aim. These are:

Prevention

Our first approach to reducing risk is prevention. If we can prevent an incident or emergency from occurring, we will. This can be through a range of activities including school visits, talking to people in their homes and engaging with our communities. This is focused on keeping people safe at home,

when travelling in and through Warwickshire and when enjoying the beautiful environment of Warwickshire.

Protection

This is the second approach that we take to reducing risk. Protection is about buildings and ensuring they are safe for our communities to use. Our firefighters will visit commercial premises to understand what risks they may face in an emergency and what steps are required to keep people safe whilst at work.

Response

When we cannot prevent incidents from occurring, we will always respond when people need us most. Although we do respond to fires, we also respond to a wide range of emergencies such as flooding, animal rescues and road traffic collisions.

To deliver these approaches, we need brilliant, talented and value focused people. Every single person is unique and brings their own perspective and understanding of the world. We are committed to and value diversity: the diversity of our people enables us to consider a wide range of views, helping us make better decisions and improve our understanding of our community and their needs. We are creating a culture within Warwickshire Fire and Rescue Service where all feel included and that they belong.

We are looking to employ, empower and include the best people in our service.

If you want to make a difference, this could be the role for you!



Ben Brook

Chief Fire Officer

Warwickshire Fire and Rescue Service



THIS IS SUPPORT



About Warwickshire Fire and Rescue Service

Warwickshire Fire and Rescue Service is dedicated to the delivery of community fire safety advice and serving the community within its vision and mission statement, led by Chief Fire Officer Ben Brook.

We have big ambitions for the future, with a concerted focus on continuous improvement and change. We want to create the most effective, sustainable services for the people who live, work, visit and travel through Warwickshire.

As a public facing emergency service, our customers always come first. The safety of the public and of our firefighters are of paramount importance for us.

We place a strong emphasis on prevention and protection, as we know this vital work makes our communities safer.

In addition, we are committed to ensuring our response services are agile, proportionate and resilient, able to respond to the wide variety of risks within Warwickshire. We must also be prepared to respond effectively to emerging risks, particularly those relating to climate change, pandemics, terrorism and other national emergencies.

Our people are undoubtedly our greatest asset, and we require individuals who are committed to developing an even more inclusive and diverse culture where everyone is valued and can realise their full potential.

Our Ambition

*"To make Warwickshire the best it can be,
sustainable now and for future generations."*

Our Mission



**Keeping
people safe
in their
homes**



**Keeping
people safe
in their
environment**



**Keeping
people safe
when they are
travelling in
and through
Warwickshire**



**Keeping
people safe
in their
workplace**

What we are focusing on

WFRS Integrated Approach

Understanding risk is crucial to the delivery of our service. Community risk management planning is a process that we adopt to ensure that we understand the risks faced by our communities and that we take appropriate action to reduce and manage those risks. We utilise our resources using a risk management approach based on a universal, targeted and specialist graded model for each statutory function.

We recognise that our risk profile and operating environment are changing so it is crucial for us to target our resources and support to those that need us the most. Our strategy is about setting out an integrated approach through our prevention, protection, and response arrangements, balancing the necessary strategic emergency cover whilst targeting those most vulnerable to risk.



Prevention

Educating people to help prevent fires and other emergency incidents occurring



Protection

Protecting our built environment



Response

Ensuring we have the right resources to respond to emergencies

Prevention priorities

Our prevention priorities are driven by risk and support the mission statement outlined above, focusing primarily on keeping people safe at home, travelling in and through Warwickshire and in their environments.

- We are identifying the most vulnerable people in our communities and improving their safety, health, and wellbeing through targeted prevention activities directly linked to vulnerability and risk.
- We are ensuring that our people and relevant partners have the necessary skills and capabilities to deliver a wide range of prevention activities to improve community safety.
- We are adopting a collaborative approach, sharing information, and learning with relevant stakeholders and partners to improve organisational performance and community safety outcomes.
- We are pro-actively engaging with and supporting relevant partners in reducing identified community risk, for example road traffic collisions.
- We are ensuring that our people can act on safeguarding concerns and have the necessary skills and knowledge to do so.
- We are evaluating our integrated approach to ensure its effectiveness in reducing risk.

Protection priorities

Our protection priorities are driven by risk and support the mission statement outlined above focusing primarily on keeping people safe in their workplace.

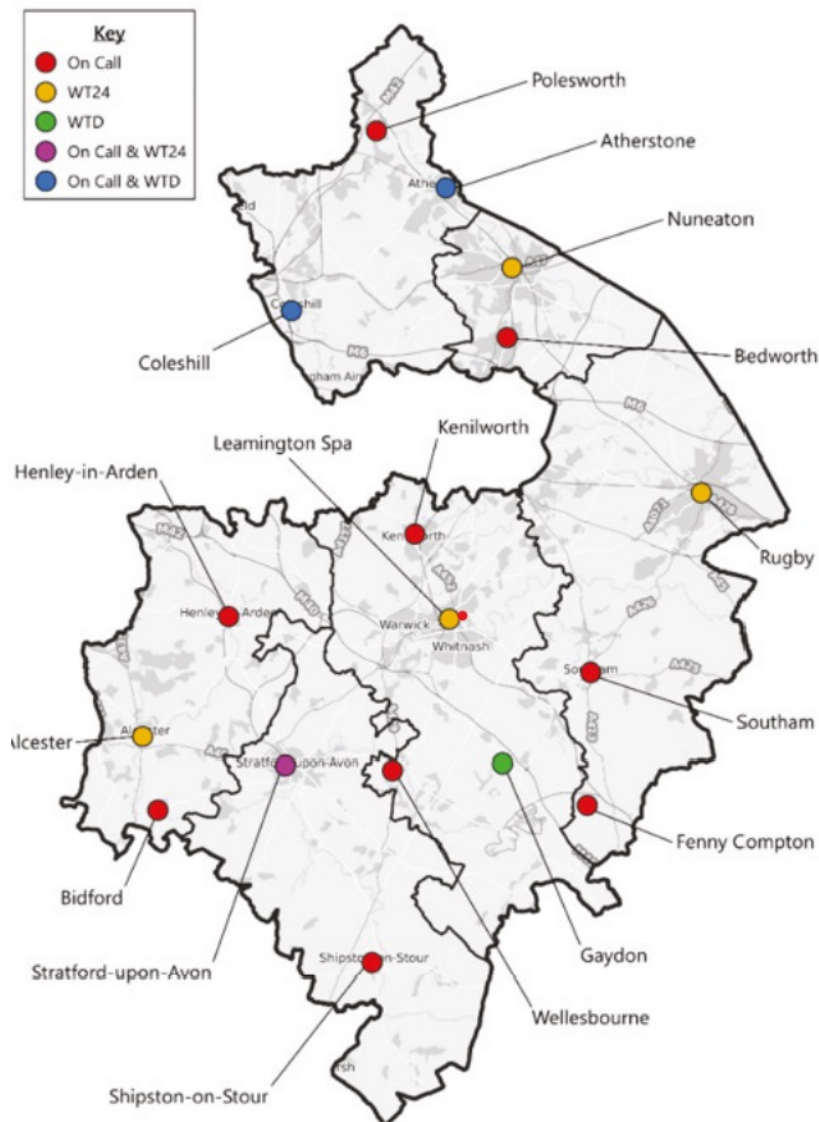
- We are identifying those premises that pose the greatest risk and effectively targeting our resources to protect the built environment.
- We are ensuring accurate risk information is available to those that need it when they need it.
- We are strengthening our specialist Fire Protection capacity to ensure that we have a sustainable staffing model.
- We are developing our people to utilise more of our workforce to reduce community risk.
- We are supporting businesses to help themselves and encourage a strong fire safety culture.
- We are evaluating our integrated approach to ensure its effectiveness in reducing risk.

Response priorities

Our response priorities are driven by risk and support all the mission statement outlined above; keeping people safe at home, travelling in and through Warwickshire, in their environments and in the workplace.

- We are resourcing to risk, to provide a risk based, effective and efficient response because our communities expect us to be there when they need us.
- We are ensuring our people have the necessary skills and competencies to deliver prevention, protection and response activities because we are committed to keeping our community and people safe.
- We are strengthening our specialist response capability and developing our people in response to the broadening nature and increasing variation of the types of incidents we attend.
- We are ensuring accurate risk information is available to those that need it when they need it.

About Us - Our Fire Stations



Our Fire Stations and Fire Engines

Wholetime:

- Nuneaton x 2
- Leamington x 2
- Rugby x 2
- Alcester
- Stratford

On Call:

- | | |
|--------------|----------------|
| • Polesworth | • Shipston |
| • Coleshill | • Stratford |
| • Atherstone | • Bidford |
| • Bedworth | • Henley |
| • Southam | • Wellesbourne |
| • Fenny | • Kenilworth |

WT during the day:

- Gaydon
- Atherstone

WT during the day and WT On Call at Night:

- Coleshill



Warwickshire County Council Values and Behaviours

We want to support all of our workforce to be the best they can be. We are proud of our people and the shared passion to make a meaningful difference to the lives of those living in Warwickshire

Our People Strategy holds this passion and purpose at its heart and sets out the people focused plans for our future.

Our values and behaviours provide a framework for understanding the expectations required from all our employees to embed our cultural ambitions as an organisation.

Our values - the Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

Our behaviours



do what
we say



move with
purpose and
energy



focus on
solutions



help people and
communities to
find their own
solutions



build strong
working
relationships



be the best
we can be

Core Code of Ethics

Our five Fire and Rescue Service ethical principles

Each of our ethical principles is described by a statement and examples which set out what we must each do to ensure we are acting in line with our core code of ethics.



Putting our communities first

We put the interests of the public, the community and service users first.



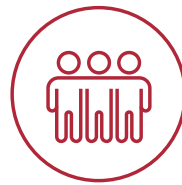
Integrity

We act with integrity including being open, honest and consistent in everything that we do.



Dignity and respect

We treat people with dignity and respect, making decisions objectively based on evidence, without discrimination or bias.



Leadership

We are all positive role models, always demonstrating flexible and resilient leadership.

We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.



Equality, diversity, and inclusion (EDI)

We continually recognise and promote the value of EDI, both within the service and the wider communities in which we serve.

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Morgan: fire fighter at Nuneaton Fire Station

"I've only been operational for a month but have already been to jobs where people are so thankful for what we do. I was told it's the best emergency service because people are always happy to see you when you arrive – so far I've found that to be 100% true!"





Some examples of putting our communities first:

- I find out about my local community and risks, to ensure I can offer the best service
- I seek the views of others about service quality and effectiveness to identify areas for improvement
- I work collaboratively with colleagues and partners to improve the service to the public
- I look to solve problems in different ways, to improve the service I provide.



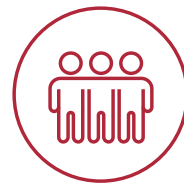
Some examples of acting with integrity:

- I acknowledge and learn from my mistakes and celebrate my successes with the team
- I recognise and challenge inappropriate behaviour
- I always strive to deliver against my commitments
- I persist in the face of obstacles and demonstrate a sense of personal responsibility for delivery



Some examples of having dignity and respect:

- My manner is always composed and respectful
- I create an environment where people can be themselves at work and the best they can be.
- I communicate responsibly and with sensitivity and respect for others



Some examples of leadership

- I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same
- I value inclusion and set a positive example of appropriate behaviour for everyone, consistent with our Core Code
- I look after the people around me and look for signs that someone may need support, ensuring it is available
- I create conditions where team members feel confident to suggest and implement creative ideas
- I make decisions based on evidence and consider all risks.



Some examples of equality, diversity and inclusion

- I deliberately create an environment where people can be the best they can be
- I value my colleagues and my team and know how to make best use of our diverse skills and strengths
- I value and appreciate differences in people and treat everyone with kindness and respect
- I recognise and challenge inappropriate behaviour
- I avoid making and expressing preconceptions and stereotyping when interacting with others.

The role of a firefighter

Warwickshire Fire and Rescue Service's firefighters play a huge part in their communities. They help make Warwickshire the best it can be by supporting communities, individuals and businesses to stay safe. We support our communities in many ways, ranging from prevention work through to responding to incidents.

No previous experience is necessary, but applicants will need to have a strong desire to support the local community, an enthusiasm for working as part of a team, and a desire to learn and develop new skills.

The role of a firefighter is wider than responding to emergencies. Some of the other areas of work include:

- **Safe and well checks for vulnerable people.**
- **Educating young drivers to help minimise the risk of accident and injury.**
- **Workplace fire safety inspections to help reduce risk.**
- **Supporting our blue light colleagues in Ambulance and Police, from dealing with medical emergencies and searching for missing people to dealing with road traffic collisions.**

- **Road and fire safety presentations at schools and local events.**
- **Rescuing both people and animals when they are facing danger, wherever they may be. This includes rescues from height, confined spaces or water.**

Of course, we do respond to emergencies and as part of your development you will learn new skills and techniques that help keep you safe. Firefighters learn a great deal throughout their career and successful applicants will need to be committed to their personal development.

If you're interested in a job that provides varied work activities, supported by training and development opportunities, a career within Warwickshire Fire and Rescue Service is for you.

We recognise that diversity is a strength, helping us to better connect with and serve our local communities, so we welcome applications from all members of the community. We are dedicated to enabling each employee to be the best they can be, and committed to equality, diversity and inclusion. **[Read more about inclusion in our recruitment here.](#)**

As a member of Warwickshire Fire and Rescue Service, you'll support communities and make a real difference to people's lives. It's an exciting time to be a part of our service and if you think you've got what it takes to become a Wholetime Firefighter, we want to hear from you.



Dawn – Crew Manager at Nuneaton Fire Station

"To do this job, you need some strength and grit about you as a character. You need to believe in yourself and channel any self-doubt into a positive way of thinking. As long as you're willing to put in the effort to learn and improve, there's always someone in the team who will support you."

Do you have what it takes?

The following checklist has been designed to help you decide whether being a firefighter is really for you.

- Are you interested in people?
- Can you get on with people from different backgrounds and cultures?
- Do you want to work as part of a close-knit team?
- Can you work under pressure?
- Can you think on your feet and solve problems when you know a lot depends on your suggestion?
- Do you have the sensitivity to deal with members of the public when they are distressed, confused or being obstructive?
- Can you take responsibility for representing the Service when you are at work and when you are not?
- Are you committed to always maintaining and developing your skills?
- Are you committed to maintaining your health and physical fitness?
- Could you work in emotional situations?
- Can you communicate with people effectively? Are you a practical person who likes to work with your hands/equipment?
- Do you enjoy making things or finding out how things work?
- Are you someone who can always be relied on to be somewhere on time?
- Could you work at height?
- Are you prepared to work outside in all types of weather, including when it's wet and cold?

- Could you work a shift system?
- Could you work in confined spaces?

If you answered 'Yes' to the above, and you think that you have what it takes to protect the community, read the information provided and apply today!

Pre-application information

Age

You must be 18 years of age or over at the start of your training. You may apply to be a wholetime firefighter if you are aged between 17 years 6 months and 18 years old, as long as you are 18 years old once you commence training. Your date of birth is verified as part of the process.

Work permit

As an employer, the Fire Authority is subject to the provisions of the Asylum and Immigration Act 1996. It could be guilty of committing a criminal offence if it employed someone who does not have permission to be in or to work in the United Kingdom. The Fire Authority reserves the right to request relevant documentation from all those offered employment, in order to satisfy its obligations. For more information you may find the following immigration advice websites useful: www.workpermit.com or www.ukba.homeoffice.gov.uk

Identification

As an employer we need to ensure all prospective employees have the right to work in the United Kingdom. You will be asked to bring some form of photographic identification with you e.g. passport, driving licence, any other relevant documentation and a work permit if applicable, at the interview stage of the recruitment process. Please visit www.ukba.homeoffice.gov.uk for more information on prevention of illegal working.

Driving

A full driving licence is essential to apply. You must inform us if your licence is endorsed, giving details about the nature of the offence, offence code (e.g. CD10 driving without due care and attention) and also give details of the penalty (e.g. £ fine and number of penalty points). If you had to attend court, you will need to give details of the outcome. This is a requirement to enable individuals to attend remote stations and training courses as directed. Your driving licence will be reviewed to obtain any endorsements at a later stage in the process however, if you are unsuccessful all records will be removed from the internal data base.

Diversity monitoring

This helps us ensure we are accessible to all groups in the community. The data is held in accordance with the GDPR and is not used to assist or make selection decisions. It will be used for statistical analysis only.

Medical standards

Fire and Rescue Authorities are required to assess each applicant on an individual basis, regarding their suitability to perform the role of a firefighter, in accordance with Equality Act legislation. This means that Fire and Rescue Authorities will consider what reasonable adjustments could be made to enable you to proceed with your application provided any such adjustments do not contravene Health and Safety legislation. Health and Safety legislation places the obligation on Fire and Rescue Authorities to ensure that individuals are safe at work for their own protection and that of others (in the context of the Fire and Rescue Service "others" includes colleagues and members of the public).

To ensure that support is readily available, you are required to bring your specific needs to the attention of the human resources team in advance. Please email ffrecruitment@warwickshire.gov.uk

Secondary employment

If successful and you intend to continue with any other employment whilst employed by any of the Services, you must declare it. You will be unable to undertake secondary employment whilst in phase 1 and 2 of your training.

Declaration of offences

You are required to declare any offence for which the conviction is not yet spent. Within the meaning of the Rehabilitation of Offenders Act 1974 – incorporating the Rehabilitations of Offenders Act (exemptions) 1975 and the Rehabilitation of Offenders Act 1974 (exemptions) (Amendment) Order 1996 – you are advised to declare any charge that is pending as a subsequent conviction could lead to your dismissal from the Service.

Broadly, the Act provides for anyone who has ever been convicted of a criminal offence and not sentenced to more than 2.5 years in prison to become a 'rehabilitated person' at the end of the rehabilitation period, provided there have been no further convictions. At the end of this period, the conviction is considered spent and should be treated as it had never happened. Generally speaking, there are fixed rehabilitation periods for specific offences. If you are unsure whether you have to declare a previous conviction you should contact your local Probation Office, Citizens Advice or your Solicitor. Alternatively, you can consult the Home Office publication 'A Guide to the Rehabilitation of Offenders Act 1974'.

Sam - fire fighter at Coleshill Fire Station

"If you really want to be a firefighter, be ambitious and passionate about the career and go for it! It's competitive to get into but it's very rewarding and I could not ask for a better job."



Recruitment process

This selection process is robust and time limited, unfortunately we are unable to offer time extensions.

The following notes are designed to give you an understanding of the recruitment process, what you can expect and what will be expected of you.

Pre Registration 14th June– 21st July 2022

Online information sessions and taster days

This has now closed but please remember your application will not be affected if you did not manage to attend it.

Stage 1 25th July– 22nd August 2022

Online registration

Stage 2 30th August – 27th September 2022

Online tests

Stage 3 10th October – 21st October 2022

Values based assessments

Stage 4 31st October – 4th November 2022

Role related assessments

Stage 5 21st November – 2nd December 2022

Values based interviews

Stage 6 12th December 2022

Pre-employment checks, medical and fitness tests

Stage 7 14th – 15th December 2022

PPE and uniform fitting, ID card photos

Successful candidates will be informed by email, with a view to start their 11-week basic training course in April 2023.

Online Information Session and Taster Day - including positive action

This is your chance to learn more and find out if the role of firefighter meets your expectations. Our Online Information Sessions are designed to provide details about the role and what a modern fire and rescue does. We will explain the recruitment stages and share some useful tips on how to best prepare for the whole process.

Our Taster Days offer the opportunity to try out some of the tasks that will be included in the role-related tests later in the process. You will also hear more about the role from serving firefighters and ask any questions you may have and be directed to any assistance you may need to develop yourself in preparation for the rest of the process.

Although optional, the importance of attending one of our Online Information Sessions and Taster Days cannot be understated: the chance to hear and see what it takes to be a firefighter is integral to the whole process. To find out more about our online sessions and taster days visit www.warwickshire.gov.uk/wholetimefirefighters

There is no pressure to continue with an application should these events lead you to realise a career as a firefighter isn't for you – we hope you will have had the opportunity to better understand our service regardless.

Stage 1 – Online registration

Once you have learnt all about WFRS and a career as a firefighter, it is time to officially register your interest.

All applicants must complete the online application before the set closing date. From this date, the online portal will be closed and no late applications will be possible under any circumstances.

All communications will be by e-mail so it is critical that you use one email address only, and check this throughout the selection process, including your spam/junk folder. As part of the registration, you will also be asked to give details relating to equality and diversity which is optional. We encourage you to complete this accurately as it provides us with useful information on the diversity statistics for all applications received.

There are certain essential criteria you will also be asked if you meet, which include:

- **That you already hold a full UK driving licence**
- **That you are entitled to permanently live and work in the UK without any restrictions**
- **That you are over the age of 18 years prior to the initial recruits course start date**

You must ensure you read the questions carefully and answer them accurately, you cannot amend them once recorded. If you do not meet all the above criteria, you are not eligible and will not be allowed to

proceed with your application. These criteria are applied strictly and consistently and **no exceptions will be made.**

Therefore, please do not contact us to query the criteria, or seek to apply if you do not meet the basic eligibility requirements. **If it is found at a later stage that you do not meet the essential criteria you will be automatically removed from the process.**

Whilst you are participating in the sifting process, please check your emails daily, including trash/spam folders for instructions as to when and how to access the various stages. We need to adhere to a strict timetable and if you miss an email this is your responsibility, **we will not extend deadlines under any circumstance and due to the number of applicants, feedback will not be possible.**

Once you have completed the registration, you will be informed on screen whether you have:

- **Passed and will be contacted to progress as per the published process**
- **Failed and the reason why you have failed**
- **Been referred to the HR Department of Warwickshire Fire & Rescue Service because we require further information from you before deciding if you are eligible.**

The test outcomes are final and you do not have the right to appeal.



Stage 2 – Behaviour questionnaire, situational judgement, & ability tests

Behaviour questionnaire

If you successfully progress onto this stage, you will receive an email from the Apollo system with a link to access the first stage of the online assessment process which is a Behavioral Styles Questionnaire. The deadline to complete this questionnaire is **4th September 2022**. If you do not complete it before this time, you will not be progressed any further in the recruitment process. If you have passed, you will be progressed to the next assessment which is a situational judgement test.

Situational judgement test

If you successfully progress onto this stage, you will receive an email from the Apollo system with a link to access the situational judgement Test. The deadline to complete this questionnaire is **13th September 2022**. If you do not complete it before this time, you will not be progressed further in the recruitment process. If you have passed, you will be progressed to the Fire Service ability tests.

Fire Service ability tests

If you successfully progress onto this stage, you will receive an email from the Test Partnership system with a link to access the FRS ability tests. The ability tests comprise of 2 tests:

Numerical reasoning – You will be required to calculate basic numerical equations that are equivalent to GCSE level maths.

Verbal reasoning – You will be required to answer questions on short passages of information. No prior knowledge is required.

The deadline to complete these tests is **21st September 2022**. If you do not complete the tests before this time or if you fail them, you will not be progressed further in the recruitment process. You will be informed whether you have passed or failed these

tests by email. If you have passed, you will be contacted by Warwickshire Fire and Rescue Service within a week and advised of the next steps.

We strongly advise that you complete each stage as soon as possible and do not leave it until the actual deadline. **No extensions to any of the deadlines will be given.**

General guidance and Information

All the online stages should be completed by yourself, alone and unassisted, on a computer, laptop or tablet. They are not compatible with a smartphone. You should ensure that you have a stable internet connection when accessing and completing all the online stages. Checks may be undertaken at a later stage in the selection process to verify that you have completed these tests without assistance.

Should you experience any IT issues accessing the online system during any of the online stages please email [**applicant.support@hrsolutionshub.co.uk**](mailto:applicant.support@hrsolutionshub.co.uk) for assistance. This support is available within 0900 and 1800, Monday to Friday only. Any emails received outside these hours will be responded to by 1200 on the next working day. Support is only available via email so please do not attempt to contact us by telephone.

As we receive many hundreds of applications, we will not be able to provide you with individual feedback on your results. Should you require any information during the online sifting process described above, you should refer to this guide as it will have all the information you need.

Stage 3 – Values based assessments

The values based assessment process will allow us to explore and measure an individual's values and behaviours against those identified by WFRS, Warwickshire County Council, the National Fire Chiefs Council and the Core Code of Ethics. The assessment requires the candidate to participate in two of the three behavioural and value-based assessment activities.

- **Group physical** –the group (6 individuals) will try and solve a physical problem with a set time frame (45 minutes)
- **Group discussion** – the group are presented with a topic for discussion and are then given specific questions. The theme for the topic varies and does not have to be fire related. The set time frame is 45 minutes.
- **Group presentation** – the group are given a topic on which to base a presentation. This will require individuals to present an equal share to the panel. The group will be given a set time frame (35 minutes) to discuss and create the presentation, along with a set period for the presentation itself (10 minutes)

Stage 4 – Role related tests

Confined space

Designed to assess confidence, agility and stamina. You will put on a facemask and with unobscured vision, make your way through a crawl gallery. Once inside the crawl gallery, you will have your vision obscured.



Equipment assembly

Designed to assess manual dexterity. A demonstration of the test is provided before having to assemble and disassemble a number of components to make an item of equipment.



Equipment carry

Designed to assess stamina, upper and lower body strength and coordination. You will carry items of equipment up and down a course between two cones placed 25m apart. The tests consists of:

- **Dragging a hose reel for 25 metres, then jogging back**
- **Carry 2 coiled hoses for 100 metres.**
- **Carry 1 coiled hose at chest height for 25 metres and then jog back 75 metres.**
- **Carry a 2.4 metre suction hose and basket strainer for 100m and jog back 100m.**
- **Pick up and carry a 30kg weight for 100m.**
- **This test should be complete in around 5 minutes and 30 seconds.**

To assist in increasing your fitness levels to prepare for this test, we have developed 6 30-minute videos that can be done in your own home. These Fire Fit videos are available on our [website](#)



Ladder lift

Designed to assess upper and lower body strength and coordination. You will raise the bar of a ladder lift simulator to the required height with a total lift load of 24kg.



Ladder climb with leg lock

Designed to assess confidence at heights. Wearing a safety harness, you are required to ascend two thirds of the way up a 13.5 metre ladder and secure yourself by hooking one leg through the ladder. You will be asked to lean backwards and outstretch your arms to the sides, then confirm a symbol being shown by the assessor at ground level.



Casualty drag

Designed to assess upper and lower body strength and coordination. You will drag a 55kg dummy backwards around a 30m course by a carrying handle fixed to the dummy.



Stage 5 – Values based interview & presentation

You will be invited to attend an interview which will last approximately an hour. This will be our chance to get to know more about you and for you to tell us how you meet the requirements for the role. The panel will be made up of a minimum of 2 panel members.

The questions you are asked during interview will be to explore in detail how you have demonstrated the expected behaviours/values and used specific skills in your previous roles (paid or voluntary) and your approach to problems, tasks and challenges in everyday life.

The first part of your interview will involve giving a short presentation on a subject matter provided to you. You will be informed of the materials and equipment available to you in your interview invite.

You may find it helpful to refer to online platforms or use YouTube videos to help you develop your interview technique. Candidates will be emailed inviting them to select an available date and time.

Stage 6 – Medical, fitness test and pre-employment checks

Medical

We will need you to take a full medical assessment prior to joining us, which will be conducted by our occupational health provider. Prior to attending your medical, you should obtain a list of your vaccinations from your GP. If you have any concerns about meeting the eyesight standards, you are advised to obtain a report from a qualified optician.

As part of the medical, you will need to complete a questionnaire about your medical history and the following tests:

- **Hearing test**
- **Lung function**
- **Eye test**
- **Blood pressure**
- **General tests based on your completed medical questionnaire.**

• Drug and alcohol test

It is important that you do not complete any exercise or consume alcohol or caffeine immediately prior to the medical.

Treadmill test

This is a sub-maximal test, where the subject walks on a level treadmill and the speed is gradually increased to 3.9mph (6.2km/hr) when the test will commence. This is potentially a 12-minute test walking at a constant speed of 6.2km/hr with the treadmill gradient increased by 3% every two minutes. After 12 minutes the subject will have reached the required fitness standard of 42mlsO₂/kg/min.

Pre-employment checks

If you are successful in all the previous stages, we will then make a conditional offer that is subject to several pre-employment checks that confirm:

Your identity

- **Proof of your current address**
- **Your right to work in the United Kingdom**
- **References – at least 1 reference must be an employer, professional or academic reference.**

Successful candidates will start an initial recruits' course which will be taking place at the Fire Service College in Moreton-in-Marsh, Gloucestershire in April 2023.

We would like to take the opportunity to wish you every success throughout the recruitment process.

Stage 7 – PPE & uniform fitting including ID card photos

You will be invited to attend Service HQ for a uniform fitting. This will be facilitated by our technical department where you will be measured for all relevant PPE. A photograph will also be taken for your Service ID card, this will be issued upon successful completion of the initial training course.



Rates of pay for operational wholetime Firefighters

(Correct of July 2021)

Trainee (Stage 1)
12 Weeks**

£24,191

Development (Stage 2)
12 weeks – 24 months**

£25,198

Competent (Stage 3)

£32,244

**Timings are approximate
and may vary

Pension benefits –

New entrants will be contractually enrolled on to the Firefighter Pension scheme 2015.

Highlights of the pension include:

- The option to convert part of your pension into a tax-free lump sum when you retire.
- Immediate payment of pension benefits to you.
- Retire at pension age – 60 or retire early from age 55 (but with an early payment reduction).
- A lump sum of three years' final pay if you die in service.
- A substantial employer contribution towards the cost of your benefits.
- The choice of deferring payment of your pension benefits until State Pension Age if you leave the scheme early or transferring them to another pension arrangement (unless you were a member for less than three months when you would get a refund of contributions instead).
- Employee contributions vary from 10% to 14.5% of your pay depending on your rate of pay.

Your journey - development period

Stage 1

Training for Wholetime Firefighters (WDS) is currently either outsourced or conducted at a suitable WFRS venue. It consists of a modularised programme which entails up to 11 weeks training.

The aim of the course is to provide the trainee firefighter with the skills and knowledge to perform the role of a firefighter safely and competently in accordance with the Emergency Fire Services development modules

At the end of the course the trainee firefighters will have demonstrated competence in the acquisition of the skills, knowledge and understanding in the following areas:

- **Initial Core Skills**
- **Breathing Apparatus (BA)**
- **Road Traffic Collision (RTC)**
- **Swift Water & Flood Response**
- **Hazardous Materials (HAZMATS)**
- **Safe Working at Height (SWAH)**
- **Positive Pressure Ventilation (PPV)**
- **First Response in Emergency Care (FREC)**

Individuals' performance throughout the course will be subject to continual assessment by the instructional staff.

Stage 2

Following the successful completion of Stage 1 training, development firefighters will be allocated to a station. Those individuals who attend an external WDS Stage 1 training course will also undergo standardisation training, organised and delivered by the TADC (Training and Development Centre). The purpose of standardisation training is to address any risk critical variations in equipment and/or procedures between those taught and used during the Stage 1 course and those taught and used in WFRS – i.e. including, but not limited to; BA and RTC equipment and procedures.

Development Firefighter Assessment and Development Log

All firefighters who successfully complete a Stage 1 Initial Training Course will be issued with a Development Firefighter Assessment and Development Log. (this is an online version) This log is designed to map out the development firefighters 24 month WDS development period. It is the responsibility of the development firefighter to look after it and follow the guidance it contains. The log contains the following details:

- **Section 1 How to use this log, Station and equipment familiarisation module.**
- **Section 2 Firefighter Module Index, Firefighter Modules**
- **Section 3 Guidance on driving service vehicles**
- **Section 4 List of mandatory courses**
- **Section 5 Appendices**
- **Section 6 Final signing off**

Periodic assessments

All Development Firefighters will undertake the phased assessments at periodic intervals to confirm retention of core skills and progression through experience working with their colleagues, training, and attending incidents. The time period for the phased assessments will be flexible dependant on the candidate's progress but will be restricted to the assessment days allocated in the course prospectus. Any candidate failing to meet the required standard will have to be booked on the next available assessment day for a re-assessment. Preparation for any assessment is key and candidates should be given all the required support from their supervisory officers prior to attending.

These assessments are planned as follows:

- **Phase 1 – WDS 6 Months**
- **Phase 2 – WDS 12 Months**
- **Phase 3 – WDS 18 Months**
- **Phase 4 – WDS 24 Months**

All phased assessments will be conducted at a central location, where the candidates assemble and are assessed as a group using the training centre appliances and equipment.

Completion and signing off, of the development programme will be subject to verification by an Internal Verifier (IV) from TADC (Training and Development Centre).

At the point where a candidate's development period has been verified as complete, a check will be made that all the other elements of the programme have been completed i.e.

- **All mandatory courses have been successfully attended**
- **All relevant Core Skills Units have been confirmed as competent**
- **All relevant National Occupational Standards have been confirmed as competent.**
- **All assessments have been successfully completed.**
- **An agreed minimum time period has been served in WFRS.**
- **Confirmation that the final question master assessment has been successfully completed.**

Tom, Station Manager at Leamington Fire Station

"The Fire Service isn't just call outs... a large proportion of our work involves engaging with the community, chatting with the elderly, delivering our schools programmes, giving advice to business owners and the like. The most rewarding feeling is knowing you've made someone's day better, and their future safer."



Your progression and benefits

Warwickshire Fire and Rescue Service are passionate about developing people to be the best they can be. We offer a variety of opportunities throughout your firefighting career to acquire new skills and specialisms, and should you aspire to a leadership role in the future there are several programmes which currently include the opportunity to apply for a Chartered Management Degree Apprenticeship (CMDA).

We also offer real promotion prospects. To progress, you'll need to develop your skills and demonstrate a level of competency within your current role, before taking part in an assessment and interview process to determine your suitability for a new role. As well as the development opportunities we offer, prior learning and previous qualifications and experience are also considered as part of your future career development, for example Institute of leadership and Management qualifications (ILM).

General benefits

National fire fighter pension scheme (2015) www.wypf.org.uk – enrolment into the appropriate pension scheme for all employees which includes retirement options.

Annual leave – generous annual leave allowance with a basic entitlement for 28 days which after 5 years' service increases to 31 days.

Learning and organisational Development

– opportunities for employees to further develop in their roles and pursue training and development pathways and qualifications

Loyalty award – long service award after 20 years' continuous service

Parking on site – free car parking available to all service employees at our fire stations and HQ

Continuous service – Existing Local Government /Fire Service employees entering the service with no break in service will maintain continuous service

Employee discounts

Blue Light Card – access to many online discounts/ promotional offers as part of the UK's Emergency Services, NHS or Armed Forces. Link: www.bluelightcard.co.uk



Family friendly

Maternity/Paternity/Adoption/ Parental leave– the service provides leave for employees who meet the criteria outlined within WFRS policies and procedures

Health and wellbeing

Occupational health – The physical, mental and emotional wellbeing of all our staff is paramount so we can provide an excellent emergency service to our communities. Our Occupational Health team offers a friendly and confidential service for all employees. They promote to maintain a good physical and mental health, and provide periodic health reviews, fitness and welfare advice and confidential counselling.

TRIM – Trauma Risk in Management (TRiM) is a system developed by the Royal Marines and widely adopted by the military, police forces and fire and rescue services and is considered an effective form of stress management.

Eye voucher – employees are eligible for free eye tests and a discount towards glasses

Routine medicals – employees attend a routine medical as part of supporting their health and fitness

Free access to gym facilities on stations – employees can use the gym equipment to help you maintain your fitness

Fire Fighters Charity

– Helping everyday heroes recover their lives by supporting their physical health, mental health and social wellbeing. All Service employees including their family members are eligible. Link: www.firefighterscharity.org.uk



GDPR Statement

We will hold and process your data for the purpose of administrating the selection process for wholetime firefighters.

We are committed to protecting your data and it will only be used for the purpose of recruitment.

We will hold your data in line with our current retention schedules after which time it will be permanently deleted.

You have the right to withdraw your consent for us to hold your data at any time. This can be done by emailing ffrecruitment@warwickshire.gov.uk



Schedule	
Closing date	Close's midnight Monday 22nd August
Online psychometric assessment	From 30th August
Values based assessment	From Monday 10th October
Role related Physical assessment	from Monday 31st October
Panel Interview and presentation	from Monday 21st November

Please note there is planned maintenance of the Your HR system on Saturday 20th August. From 00:00 to 12:00, the system will be unavailable and individuals will not be able to apply.

Guaranteed Interview Scheme

Warwickshire County Council is a Disability Confident employer. As part of this, we guarantee an interview to anyone with a disability who demonstrates through their application that they meet the minimum essential criteria for the post.

Armed Forces Covenant

A Guaranteed Interview will be provided to a Service leaver who meets the 'Essential' criteria for any post being externally advertised. Applicants must provide evidence in their application form which demonstrates that they meet the level of competence required for each essential qualification, skill or experience defined as 'Essential' in the Person Specification.

Specialist Support

Should you require application forms in an alternative format / language or any adjustments to be made throughout the application process or upon appointment, please contact [**HRandPayroll@warwickshire.gov.uk**](mailto:HRandPayroll@warwickshire.gov.uk) and we will make every effort to meet your specific requirements.

Contact us

For support in relation to the application process contact:

[**HRandPayroll@warwickshire.gov.uk**](mailto:HRandPayroll@warwickshire.gov.uk)

01926 738444

For a confidential discussion about the role please contact Watch Manager Ben Lewis:

[**ffrecruitment@warwickshire.gov.uk**](mailto:ffrecruitment@warwickshire.gov.uk)

01926 423231