

Job Description

Post Title:	Firefighter		
Directorate:	Operational Response		
Department:	Operational Response		
Location:	Leicestershire Fire and Rescue Service Headquarters		
Grade:	Trainee/Development/Competent	Date:	August 2023

Responsible To:	Crew Manager and Watch Manager
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Liaison With:	Crew Manager, Watch Manager
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Purpose of Job:

To be an integral part of both an emergency response and community safety team by working within the community, in order to prevent emergencies occurring, minimise their impact when they do and intervene effectively when required. This will be to the benefit of that community and within a safe working environment.

Main Activities, Duties and Responsibilities:

Duties and Responsibilities (aligned to National Firefighter Role Map):	Examples of this include:
<p>To respond immediately and safely to all operational incidents as required, undertaking firefighting, rescue and other actions in order to save and protect life, property and the environment, providing support and minimising distress to those affected and contributing to the resolution of the incident (FF3, FF4, FF5).*</p>	<ul style="list-style-type: none"> • Responding immediately and safely as part of a team to all operational incidents and requests for assistance e.g. incidents involving fire, persons trapped in vehicles/machinery, collapsed or dangerous structures, hazardous materials, adverse weather conditions, animal rescue and supporting other agencies. • Dealing with emergencies as directed and working effectively and efficiently as a member of a disciplined and professional team. • Providing both physical and emotional support to people directly and indirectly involved in an operational incident e.g. reassuring and comforting people. • Protecting privacy and dignity while administering first aid care.
<p>To collect information on operational risk premises and sites in the station area, ensuring information and plans are disseminated to all relevant people in accordance with Service policies and procedures (FF6).*</p>	<ul style="list-style-type: none"> • Collecting and updating information on risks in the community e.g. sites that contain hazards that need special responses (i.e. chemical, biological, radioactive), sites that by their nature need special responses such as hospitals, and risks which could include derelict or unoccupied buildings. • Collecting and updating information on resources in the community e.g. fixed installations, water supplies and Fire and Rescue Service access.
<p>To participate in community safety initiatives, providing information, education and advice to promote understanding of safety matters so as to reduce risk in line with identified needs and foster positive relations with the local community in support of service objectives (FF1).*</p>	<ul style="list-style-type: none"> • Establishing and maintaining the confidence of members of the public and maintaining links within the community. • Assisting in Service prevention initiatives to educate the community on the risks and hazards of fire and other emergencies e.g. conducting home safety checks, taking part in community events, signposting vulnerable people to other agency support, giving advice on fire, road and water safety.
<p>To undertake fire safety inspections of premises, completing reports and taking action as required so as to reduce risk and ensure compliance with legislative requirements (FF8).*</p>	<ul style="list-style-type: none"> • Inspecting premises to minimise risks to people, property and the environment e.g. minimise and, where possible, deal with any risks presented by the occupier or by the conditions within the premises. • Reporting on issues arising at the inspection e.g. failure to comply with requirements and changes to premises in terms of use and storage.

To undertake the routine testing and maintenance of station operational appliances, equipment and other resources and personal protective equipment in order to ensure its operational readiness (FF6).*	<ul style="list-style-type: none"> • Maintaining all firefighting and emergency equipment in a state of readiness including cleaning, repairing and testing as required to approved standards and procedures. • Completing paperwork and routine administration through accurate recording of information.
To participate in a structured programme of training and development and to undertake self-development activities in order to achieve and maintain competence against National Occupational Standards for that role and in line with Service objectives (FF2). *	<ul style="list-style-type: none"> • Taking part in a continuous training programme by attending lectures, exercises, practice drill sessions and other forms of training to develop and maintain competence levels. • Developing own skills and knowledge through personal development to maintain competence. • Completing paperwork and routine administration via accurate recording of information and keeping own personal records up to date.
To assist in the training and development of colleagues, as required, communicating own skills and knowledge, and through demonstration and instruction (FF7).*	<ul style="list-style-type: none"> • Supporting your colleagues to develop themselves in their job role e.g. communicating your skills and knowledge, encouraging feedback, respecting diversity and promoting our values and core purpose.
To take personal responsibility for own performance, ensuring personal appearance conduct (as per the Standards of Appearance and Corporate Workwear Policy) and levels of fitness are maintained in line with Service standards (FF2).*	<ul style="list-style-type: none"> • Developing your own skills and knowledge through personal development. • Maintaining the level of physical and medical fitness necessary to carry out all duties. • Maintain personal appearance, hygiene and standards of dress in keeping with a disciplined and professional service.
To undertake driving of Fire and Rescue Service vehicles including their operation and deployment at incidents commensurate with the level of training received (FF9). *	<ul style="list-style-type: none"> • Driving a Fire and Rescue vehicle safely to and from an incident via the most effective route. • Sitting in the vehicle safely and securely at incidents. • Complying with all relevant regulations and guidelines.
To actively promote and demonstrate personal commitment in respect of the Service's core purpose, values and policies concerning quality of service and customer care, equality, diversity and health, safety and welfare.	<ul style="list-style-type: none"> • Being sensitive to the needs of others, particularly with regards to fairness, equality and diversity issues. • Recognising health and safety issues at work and dealing with them to minimise or eliminate the degree of hazard or risk. • Ensuring personal safety and that of others at all times. • Adhering to the policies and procedures of the Service.

Other

1. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
2. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
3. To carry out such duties as may from time to time, be agreed and directed by the Chief Fire Officer which are commensurate with the grading of this post.

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

**Budget Directly
Responsible For:**

**Budget Indirectly
Responsible For:**

**Number of employees
Responsible For:**

**Qualifications and
Experience Required:**