

# Wholetime Recruitment Campaign 2022

Candidate information pack



**Lincolnshire**  
COUNTY COUNCIL  
*Working for a better future*

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# **The overall mission of Lincolnshire Fire and Rescue is:**

**Making our communities safer,  
healthier and more resilient**

# Introduction

Lincolnshire Fire and Rescue Service (LFR) are pleased to invite applications from anybody wishing to become a wholetime firefighter living within 10 miles of the county boundary of Lincolnshire.

Please read this candidate pack along with the information on our website to understand what is required for the job, before applying.

The application form can be found on our website along with details of the process and timescales.

We hope you find this candidate pack useful, as it has been designed to provide you with details of the different stages of the selection process for a role as wholetime firefighter for LFR.

If you have any queries prior to starting the recruitment process, please email [wholetimerecruitment@lincoln.fire-uk.org](mailto:wholetimerecruitment@lincoln.fire-uk.org)

## About Lincolnshire Fire and Rescue

Lincolnshire Fire and Rescue has approximately 700 firefighters and fire service staff. The county area is organised into three divisions that support 38 fire stations throughout Lincolnshire.

The majority of the 2,237 square miles of Lincolnshire is covered by on-call firefighters who attend on a call out basis. All of Lincolnshire's fire stations have at least one appliance crewed by on-call firefighters.

Nine fire stations also have a wholetime crew. If successful, you would be based at one of these stations, depending on need:

- Lincoln North
- Lincoln South
- Gainsborough
- Louth
- Skegness
- Boston
- Sleaford
- Grantham
- Spalding

Lincolnshire County Council is the fire authority and has responsibility for the efficient provision of Lincolnshire Fire and Rescue.

The overall mission of Lincolnshire Fire and Rescue is:

**Making our communities safer, healthier and more resilient**

## Lincolnshire Fire and Rescue behaviours:

Message from Mark Baxter, Lincolnshire's Chief Fire Officer:

"Lincolnshire Fire and Rescue is proud of its reputation as the emergency service that people turn to when no one else can help. Traditionally, the Fire and Rescue Service has been the go-to service whenever people, in their hour of most need, require help to keep them safe.

"Whether it be attending fires and saving people from the dangers of smoke and flame, working relentlessly to prevent fires from happening, reaching out to those trapped in machinery or vehicles when accidents occur, working with our partners to improve the health, safety and wellbeing of our communities or providing life -saving interventions during medical emergencies, we have always been there.

"This reputation has been built by the people who help the communities of Lincolnshire through their work for Lincolnshire Fire and Rescue and is a reflection of the quality of those who serve and have served. Our culture guides the way we approach our work and ensures that, as individuals and as teams, we are all able to provide everything we can towards our purpose of keeping the communities of Lincolnshire safe and well.

"Our behaviours are described through our THRIVE model which helps us apply the Lincolnshire County Council values (Professional, Respectful, Resourceful, Reflective) which underpin our public service life."



<b>Trust</b>	We trust the people we work with and they trust us
<b>Help</b>	We help our communities and our colleagues
<b>Respect</b>	We show that we have respect for each other
<b>Include</b>	Everyone is comfortable being themselves at work
<b>Value</b>	We listen and value the things each of us has to offer
<b>Empower</b>	Everyone can contribute to shape the future of our service

## Positive Action

Lincolnshire Fire and Rescue is an equal opportunities employer and welcomes people from diverse backgrounds. We value, respect and embrace difference, for all our employees helping everyone to recognise the benefits that equality, diversity and inclusion bring to our Service. We want to reflect the communities we serve and one way we can try to achieve this is through a policy of 'positive action'.

Positive action is a legal, acceptable and deliberate way of targeting people from underrepresented groups with the view of encouraging and increasing the number of applications for employment. Positive Action is NOT Positive Discrimination. Positive Discrimination is unlawful in the UK and gives candidates an unfair advantage in the recruitment process.

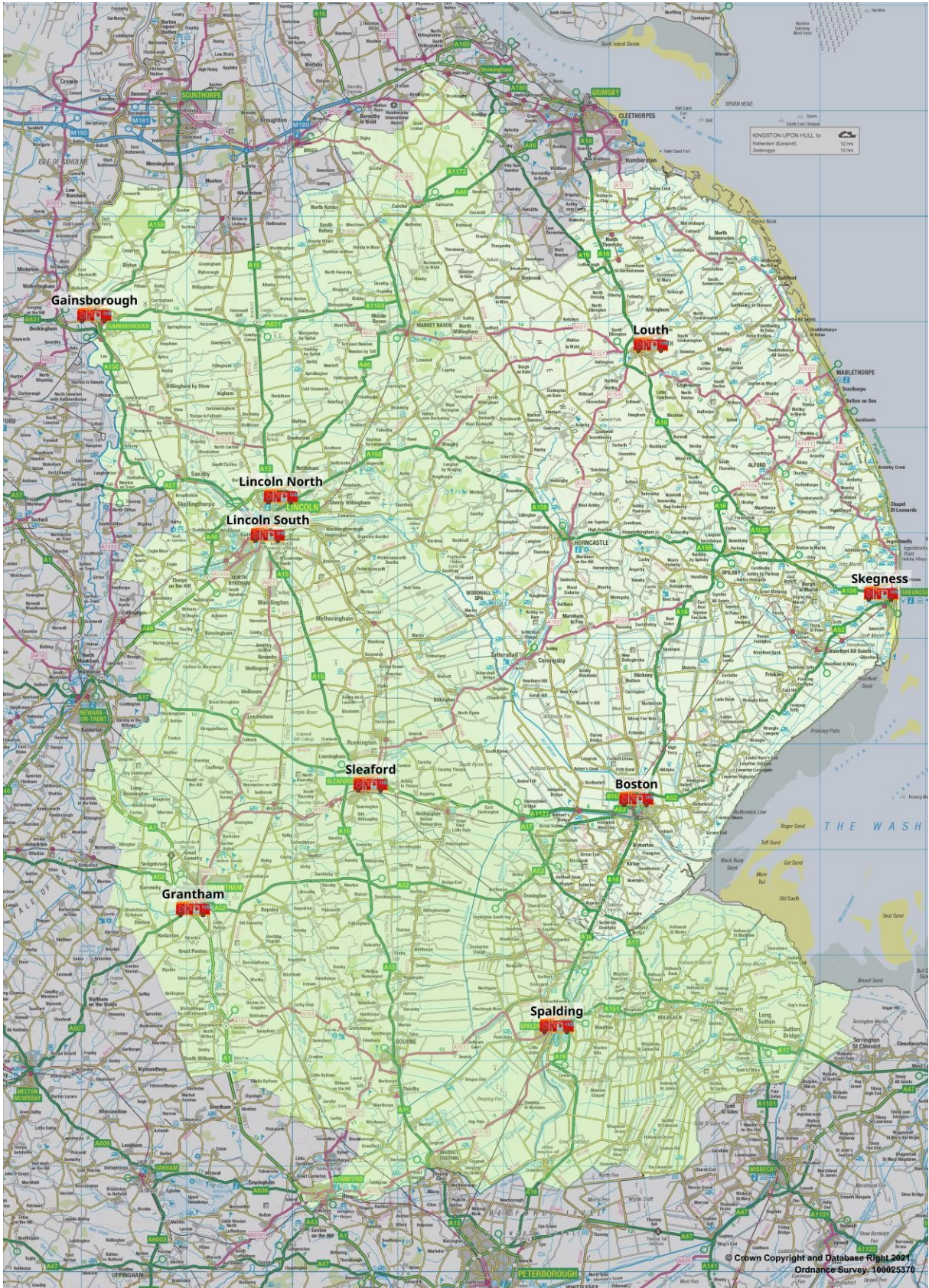
Our service is committed to attracting the best candidates from all backgrounds and positive action sets out to simply widen access and encourage people from underrepresented groups to apply.

## Armed forces (current and former)

We have signed up to the Armed Forces Covenant to treat those who serve, or have served, in the armed forces with fairness and respect.

If you're currently serving outside our eligible postcodes, you can still apply – just contact [wholetimerecruitment@lincoln.fire-uk.org](mailto:wholetimerecruitment@lincoln.fire-uk.org) prior to registering online . We will also consider applications from those outside the postcoded area who have left the armed forces within the last year. All successful applicants must be able to take up their contract of employment with Lincolnshire Fire and Rescue prior to the start of the training course in February 2023.

To make sure everyone has an equal chance of applying, we don't make special provisions for current or former military personnel. Your experience may help you with discipline and fitness, but there's much more to the role of a modern firefighter. There's no process for direct transfer into the Fire and Rescue Service, just as there's no process for firefighters to transfer directly into the military.



**Lincolnshire county boundary map and whole-time station locations**

## The role of a firefighter

As a firefighter you will need to make sure that you take responsibility for providing an efficient and effective service to the people of Lincolnshire, and that you contribute to the delivery of your local divisional, station or department plan.

This means constantly striving to meet the targets set and improving your own performance and development. In return you will get a satisfying, exciting and varied career.

As part of your conditions of service you will be required to fulfil the role of 'Firefighter' under the nationally agreed Firefighter Role Map.

Fighting fires is only part of the job. We put a real emphasis on our role within the community, so you'll need to be able to communicate with all groups of people – young and old and from a variety of backgrounds.

You'll also need to be able to deal with many different challenges and have many different skills. A key part of being a firefighter is responding quickly and being able to deal with whatever you come face to face with at an incident.

It can be very different putting skills into practice in dangerous and confusing conditions where a lot of information has to be taken in and processed quickly.

Similarly, being a firefighter involves working unsociable hours, often in uncomfortable conditions and where you can be faced with traumatic situations. But you will also be part of a supportive team with a focus on getting the best out of everyone.

Lincolnshire Fire and Rescue prides itself on having some of the best equipment of any fire service in the country. Under the control of your Crew Manager, you will be responsible for the maintenance and testing of operational equipment to ensure operational readiness, and keeping an accurate record of this.

Because of the range of incidents you will attend, and often complex issues you may deal with, you will be expected to exercise good judgement in the performance of your duties.

Fire crews are high-performing teams, so you will be expected to support your team with other tasks and duties that are appropriate to the role.

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.



## Firefighter person specification

Qualifications	Essential	Desirable	Measured by
Possession of a current category 'B' car licence	X		A/V
Experience			
Working within or supporting local communities or working with vulnerable people		X	A/I
Using effective communication skills with colleagues and/or members of the public	X		OAT/A/I
Knowledge, Skills and Abilities			
Awareness of the role of Firefighter	X		I
Understands and respects diversity and adopts a fair and ethical approach to others	X		I
Is open to change and actively seeks to support change and improvement in the workplace	X		I/R
Ability to maintain a calm, confident and resilient response in highly challenging situations	X		PPA/I/R
Is committed to personal development and can demonstrate an ability to continually develop their skills	X		I
Ability to work effectively with others in a team and as part of a multi-disciplinary team with other agencies	X		I/R/PPA
Ability to swim 50 metres unaided without stopping	X		PPA
Ability to: <ul style="list-style-type: none"> <li>• Work at heights</li> <li>• Work in confined spaces</li> </ul>	X		PPA
Good fitness levels	X		PPA/M
Meet the appropriate medical standards including eye sight and hearing	X		M
Other Requirements			
Must be at least 18 years of age at application date	X		A
Live within 10 miles of the Lincolnshire county boundary	X		A
Ability to work the Lincolnshire Crewing System rota	X		I
Ability to work at any location within the Lincolnshire Fire Rescue Service area	X		I
Right to Work in the UK	X		A/V

### Key

A – Application  
I – Interview  
V – Verification  
R – Reference

PPA – Physical and Practical Assessment  
OAT – On-line Ability Test  
M – Medical

## Personal qualities

Some of the personal qualities we look for in our firefighters are:

- Community focused
- Team players
- Good communicator
- Ability to stay calm under pressure
- Ability to take direction
- Disciplined
- Ongoing commitment to learning
- Resilience
- Can-do attitude
- Practical
- Observant
- Non-judgmental



## Pay and benefits

Wholetime firefighters benefit from (see links for further info):

- National Firefighters Pension Scheme (2015) [Firefighters \(wypf.org.uk\)](http://wypf.org.uk)
- Employee discounts, eg [www.bluelightcard.co.uk](http://www.bluelightcard.co.uk)
- Excellent training
- Paid holidays (30 days per year plus public holidays)
- Tax-saving schemes, such as childcare vouchers
- Rates of pay are set out below (correct at the time of publishing)

Role	Annual £
Trainee (Phase 1)	24,191
Development (Phase 2)	25,198
Competent (Phase 3)	32,244

## Hours of work

There are two duty systems within the Service and you will be required to work days, nights, evenings, weekends and public holidays within both of them.

The “Lincolnshire Crewing System” is based around the rota pattern – 5 on, 3 off, 4 on, 4 off, 4 on, 4 off.

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D=Duty

A shift will consist of 11 positive hours and 13 on-call hours running consecutively. Each positive hours shift will start at 07:30hrs and finish at 18:30hrs. On-call duties will commence at 18:30hrs on the first day of duty, finishing at 07:30hrs following the last day of duty. This rota system attracts a 20% pay enhancement. Suitable residential accommodation will be provided whilst carrying out on-call duties if your home address is not within 5 minutes of the station.

Our Lincoln South Station run a different rota consisting of 2 days from 0730hrs -1830hrs, 2 nights from 1830hrs -0730hrs and 4 days off (no on-call duties between days or nights and no enhancement to pay).

You will be informed of your allocated Fire Station location, which could be anywhere in the county of Lincolnshire, during the initial training course.

*The Lincolnshire Crewing System is currently undergoing a review and may be subject to change in the near future.*

# **The recruitment process**

**You must read this guide carefully  
before starting the online process.**

**It will help you understand and  
complete your application  
successfully**

## Key dates



## Important information

All communications will be sent via email to your registered email address and you will be responsible for checking your emails regularly for any updates on progress. Emails to the Recruitment Department will only be viewed between 8am and 4pm, Monday to Friday.

### **No alternative dates are available or will be offered**

Due to the high volumes of applicants, the process will be managed online and supported by email only and you will be given clear instructions and how to access support if needed, at each stage.

You must read this guide carefully before starting the online process along with the information on our website. It will help you understand and complete the process successfully without the need to contact us directly. Should we need to contact you we will do so directly by email or telephone when necessary.

## Online registration

All applicants must complete the registration and eligibility screening stage to formally start their application. This takes less than 15 minutes to complete and must be completed before the set closing date/time. The online portal will be closed at this point and no late registrations will be possible under any circumstances.

You will need to register your name, address, contact number, email address (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) and National Insurance Number (please ensure you have this available when you register).

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.

As part of the registration process you will also be asked if you meet the following essential criteria:

- Reside within 10 miles of the boundary of the county of Lincolnshire (armed forces exception – see ‘Armed Forces’ section page 6)
- Have a full car driving licence valid for the UK
- Be able to permanently live and work in the UK without any restrictions
- Be aged 18 or over at the start of the application process
- Have no live convictions or CCJs.
- Not undergoing disciplinary or capability procedures in your current workplace.

You must ensure you read the questions carefully and answer them accurately as 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. The criteria are applied strictly and consistently and no exceptions will be made. 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.

The online sifting process will be managed on behalf of Lincolnshire Fire & Rescue Service by HR Solutions Hub, a professional service who specialise in administering the assessments and tests which make up the sifting process.

Whilst you are participating in the sifting process, please check your e-mails 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 and we will not extend deadlines under any circumstances.

Once you have completed the registration and eligibility stage 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 Lincolnshire Fire & Rescue Service because we require further information from you before deciding if you are eligible.

These outcomes are clearly explained and final and you do not have the right of appeal.

## **The online assessment process**

### **Situational judgement test**

If you have been successfully progressed onto this stage, you will receive an email from the Apollo system with a link to access the Situational Judgement Test from midday Monday 22 August. The deadline to complete this questionnaire is midday on Tuesday 30 August. 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 next assessment which is the Fire Service Ability Tests. If you have failed your application will not be considered further.

### **Fire service ability tests**

If progressed further, you will receive an email from the Test Partnership system with a link to access the FRS Ability Tests. These are short tests measuring your verbal, numerical and mechanical reasoning. This link opens midday Thursday 1 September and the deadline to complete them is midday on Monday 12 September. If you do not complete it before this time you will not be progressed further in the recruitment process. You will be informed whether you have passed or failed these tests by email by midday on Wednesday 14 September.

If you have passed you will be contacted by Lincolnshire Fire and Rescue within a week to advise of what they need you to do next. If you have failed your application will not be considered further.

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 between 9am and 6pm, Monday to Friday only. Any emails received outside these hours will be responded to by midday 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.





## **Full application form and physical and practical assessments**

Successful candidates will be asked to complete a full application form. A full explanation of what is required will be available to individuals who reach this stage.

The physical and practical assessments will be held at Lincolnshire Fire and Rescue's Waddington Training Centre, Sleaford Rd, Bracebridge Heath, Lincoln, LN5 9FG.

Prior to attending the physical and practical assessments and to ensure you are fit to take part, you will be asked to complete a confidential medical questionnaire and disclaimer; this must be returned without delay and within the deadline – failure to do so may cause you to be removed from the process.

Full and detailed information including videos of these tests can be found on our website at [www.lincolnshire.gov.uk/lfr](http://www.lincolnshire.gov.uk/lfr).

If you fail to reach the standard at any stage of the assessments your application will be terminated and you will not be required to complete any further assessments.

### **Swimming assessment and Chester Step Test**

Successful candidates will then be asked to carry out a swimming assessment and Chester Step Test on Sunday 23 October 2022.

### **Interview**

The top scoring candidates at the physical and practical assessment stage, together with their application score will be invited to attend an interview.

### **Medical**

The top scoring candidates from interview will then be invited to undertake a medical with our Occupational Health advisors. The medical will cover a number of checks including:

- Respiratory function
- Eyesight
- Hearing
- Urine
- Weight, height, blood pressure, pulse

## **Pre-employment checks**

Successful candidates will then be offered a place on our wholetime firefighter initial training course or placed on our reserve list, subject to the following checks:

- Basic criminal check
- Documents confirming your Right to Work in the UK
- Driving licence check
- National Insurance number
- Current address
- Two satisfactory references

Some of these documents may also be requested at earlier stages of the recruitment process to confirm your identity.

## **Initial training**

Wholetime firefighter recruits will commence a 10 week initial training course in February 2023. The training course will follow a 5 on, 4 off rota pattern.

No annual leave will be permitted during the 10 week training course.

The training will be held at our Waddington Training Centre and will contain a mixture of theoretical and practical input, including assessments. The main topics covered include:

- Health and safety
- Pumps and ladders
- Combination drills
- Working at height
- Breathing apparatus
- Extrication and rescue
- Hazmat
- Swift water rescue
- Community safety
- Team building

At the end of the course, a ceremonial passing out parade will then be held where your family and friends may be invited to watch you show off your newly acquired skills and competencies.



*Lincoln Castle*

*All information contained in this document is correct at the time of publishing but may be subject to change*

*Lincolnshire Fire and Rescue reserves the right to make any changes at short notice.*

