

Application Guidance



On-call Recruitment Officer (FTC until December 2018)

CLOSING DATE: 09 August 2017

ASSESSMENT DATE: 18 August 2017

Thank you for your interest in the above vacancy.

Please ensure you read all the following documents (documents marked with * should be completed and returned):

- ❖ Application Form*
- ❖ Equality and Inclusion Monitoring Form*
- ❖ Job Description
- ❖ Person Specification
- ❖ Main Terms and Conditions
- ❖ Diversity and Equality Statement

Please **DO NOT** include your CV or personal references as they will **NOT** be considered during the selection process.

When returning the completed application form please send it electronically to the following email address recruitment@cambsfire.gov.uk. You do not need to send a paper copy as well.

If you choose to return the application form via the post, please use the following address:

Recruitment
Cambridgeshire Fire and Rescue Service
Fire Service Headquarters
Hinchingsbrooke Cottage
Brampton Road
Huntingdon
Cambs
PE29 2NA

You must ensure that the correct postage is paid. Application forms that do not have the correct postage and arrive after the closing date will not be considered.



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Recruitment will acknowledge all application forms which are received. If you have posted your application and do not have an email address stated in your application form please enclose a stamped self addressed envelope.

Shortlisting for the vacancy will take place shortly after the closing date and you will be notified of the outcome of the shortlisting.

Cambridgeshire Fire and Rescue Service are keen to encourage applications from all parts of the community, and to ensure this is happening we need to monitor information that some may regard as personal and sensitive. This information will be held in confidence and used only for statistical monitoring purposes. It will not be used in any part of the selection process. Please complete the enclosed Equality and Inclusion Monitoring Form in full and return it with your application email or post. Please be assured that this will be separated from your application form before the selection process begins.

It is our policy to ensure, whenever possible, that the application process is adapted to suit the needs of applicants who have a disability or impairment that you believe may give you rights under the Equality Act. The following conditions are given as examples: learning disabilities, dyslexia, some sight or hearing loss, diabetes, epilepsy and multiple sclerosis. Reasonable adjustment will be made for those candidates who believe that they may have an impairment or disability under the Equality Act 2010. Please complete the application form noting any adjustment you require so that we can ensure that we have made appropriate arrangements for you during the selection process. If you are unable to complete the application form, please contact Recruitment on 01480 444500.

Please also note that we hold the "Disability Confident" employer status, this means that we guarantee to interview all applicants who have rights under the Equality Act 2010 and who meet the essential criteria for the post. However, it is desirable that the successful candidate can travel to any part of the county as required.

In the meantime, if you have any queries, please do not hesitate to contact Recruitment on 01480 444500.

Thank you for your interest in Cambridgeshire Fire and Rescue Service.



Application Form Guidance

Section 1 – Personal Details:

Please ensure that you complete all of the boxes in this section in full. If a section is not applicable, please state 'N/A'.

Section 2 – Council Members:

In this section you will be asked if you are you related to any serving member (Councillor) of Cambridgeshire County Council or Peterborough City Council.

Section 3 – Support Requirements:

In this section you will be asked if you have any disability or impairment under the Equality Act 2010.

Section 4 – Declaration of Offences:

In this section you will be asked to declare any convictions for offences that are not spent under the Rehabilitation of Offenders Act 1974.

Sections 5, 6, & 7 are the only sections used for shortlisting purposes.

Section 5 – Education, Training and Qualifications:

Please list the schools / colleges that you have attended, the dates that you attended the establishments and the qualifications you achieved. Please note that you may be required to produce evidence (i.e. certificates) of these qualifications during the recruitment process if it is a requirement of the role.

Further Education and Other Training

Please list any other university education qualifications or training courses that you have achieved.

Section 6 – Employment:

In this section you will be asked to provide your employment history, starting with your current / most recent employment. Please ensure that the dates for each employment are consecutive. If there are any periods where you were not employed, please provide dates and details of your circumstances during this period e.g.



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unemployed, travelling, full-time carer etc.

Section 7 – Skills and Experience Relevant to the Job Role:

In this section you will be asked to tell us about your skills and experience in relation to the personal qualities outlined in the person specification document. We would suggest that you make yourself familiar with the person specification in the recruitment pack. Your answer here will be used to decide whether your application progresses to the next stage. It is therefore important that you think carefully about your answer.

- Focus specifically on providing evidence for the personal qualities listed as **'essential'** and if possible the **'desirable'** criteria within the person specification.
- Focus specifically on providing evidence for the personal qualities listed under 'Measurement' as **'application form'** within the person specification.
- If you are familiar with the **Situation, Task, Action, Result (STAR)** format, you may want to use this to form your answer.

Section 8 – References: (*applicable to external candidates only*)

In this section you will be asked to provide full details for employment / educational / character referees to cover a minimum of three years.

If you are currently employed your current employer must be one of your referees. If you are currently in full-time education you should give the name of your college / university tutor. If you are currently self-employed you should provide details for your accountant. If you are not currently employed please provide two character / personal referees. These should not be either related to you or living with you. Please ensure that you give full contact details including telephone numbers and email addresses to avoid any delays in getting your references back once requested. Failure to complete all contact details will result in your application being rejected.

Section 9 – Declaration:

In this section you will be asked to confirm that you have completed the application form and that to the best of your knowledge the information you have provided in it is true and correct and you have not withheld any relevant information.

Main Terms & Conditions of Employment



On-call Recruitment Officer (FTC until December 2018)
SHQ – location is flexible within the county

The summary is for your general guidance and is not intended to form part of any contract of employment. As a new member of staff you will be given a statement of your terms and conditions of employment, which then becomes part of the contractual provisions of your employment.

<p>Terms and Conditions</p>	<ul style="list-style-type: none"> The salary scale and conditions of service are determined by collective agreements covering Local Government employees made at the National Joint Council, Eastern Provincial Council and locally between this Authority and the recognised unions, and as supplemented by the decisions of the Authority.
<p>Location</p>	<ul style="list-style-type: none"> The successful applicant will be based at SHQ although there is flexibility within the county, will occasionally be required to travel to other sites in Cambridgeshire.
<p>Salary</p>	<ul style="list-style-type: none"> Starting salary £ 23, 398 per annum Payment is normally made 7 days before the last working day of the month by BACS transfer to your bank or building society account.
<p>Type of Contract</p>	<ul style="list-style-type: none"> FTC contract.
<p>Probationary Period</p>	<ul style="list-style-type: none"> There is usually a probationary period of six months.
<p>Hours</p>	<ul style="list-style-type: none"> You will normally work 37 hours per week, but additional hours may be required; if you are required to do so, time off in lieu will be given.



Offer Subject to	<ul style="list-style-type: none"> • Completion of Medical Questionnaire/Medical Examination • Receipt of references satisfactory to the Authority • Evidence of right to work in the UK
Duties	<ul style="list-style-type: none"> • The enclosed job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet with changing circumstances. You may on occasion be required to undertake work outside of your normal duties to meet the needs of the Service
Pension	<ul style="list-style-type: none"> • Membership of the Local Government Pension Scheme, this is funded by contributions both from you and the Fire Authority. Your contribution is dependent upon salary and will be between 5.5% and 7.5% of your salary. Transfer of contributions from previous employment is possible under certain circumstances. You will receive an explanatory booklet if appointed.
Annual Leave	<ul style="list-style-type: none"> • The annual leave year runs from 1 April to 31 March. The leave entitlement for full time staff is 23 days per annum; annual leave for part-time staff is given on a pro-rata basis. If you are new to local government your entitlement in your first year will be calculated on a pro rata basis. After five years Local Government Service you will be entitled to five extra days' annual leave. After 10 and 15 years service in this Service you will receive an extra 1 day of annual leave, giving a maximum of 30 days. In addition, you will receive paid leave on eight public holidays if you normally work on that day (pro-rata for part-time employees). <p>Other leave: Special leave arrangements exist covering bereavement, nursing sick relatives, adoption, paternity, maternity and parental leave, and jury service. Subject to operational requirements special leave arrangements also exist covering certain public duties, e.g. magistrate, school governor, etc.</p>
Sickness	<ul style="list-style-type: none"> • The Authority operates a nationally agreed scheme, which provides for varying periods of sickness absence on full pay followed by half pay, according to the length of recognised continuous Local Government service. There is a minimum of one month on full pay and one month on half pay, rising to a maximum of six months on full pay and six months on half pay after five years' service.
Childcare Scheme	<ul style="list-style-type: none"> • We operate a Childcare Salary Sacrifice Scheme.

Training and Development	<ul style="list-style-type: none"> • Training and Development has a high priority in the Authority. It is seen as a continuous process and you will be encouraged to develop relevant skills. You may be offered financial or other assistance where appropriate and subject to affordability.
Equal Opportunities	<ul style="list-style-type: none"> • The Fire Authority is committed to providing equality of opportunity in employment and service provision.
Additional benefits	<ul style="list-style-type: none"> • No smoking environment • Family friendly policies • Employee Assistance Programme • Flexible working scheme • Employee Private Healthcare
Legal Right to Work in the UK	<ul style="list-style-type: none"> • Asylum and Immigration legislation requires all employers to obtain proof that prospective employees have a legal right to work in the United Kingdom. You will therefore be asked for a National Insurance number and documentary evidence such as a valid passport or other identity documents.
Other Employment	<ul style="list-style-type: none"> • You must notify the Authority if you hold or take up other employment, to meet the requirements of the Working Time Regulations, and must limit your working hours over all employment to 48 hours per week on average.

Job Description



DEPARTMENT: HR, LEARNING & DEVELOPMENT AND RECRUITMENT

ROLE: ON-CALL RECRUITMENT OFFICER

Responsible to: Recruitment Team Manager

Responsible for: No line management responsibility

Job Purpose: To conduct recruitment of On-call Firefighters for Cambridgeshire Fire and Rescue Service by the running of recruitment campaigns and the associated activities within the community and businesses within Cambridgeshire.

Date of last review: July 2017

Salary grading: Scale 6

Main Duties & Accountabilities

1. Station Support

- To provide guidance and direction on the most appropriate recruitment activities for each of our On-call fire stations.
- To analyse data from Performance to understand the needs of each station. To use this information to determine the recruitment activities to be carried out.
- To co-ordinate the activities of the station, ensuring the benefits of each campaign are maximised.
- To liaise with the On-call Support Officers and Recruitment ensuring applications are processed in a timely manner.
- To provide feedback to key stakeholders on all recruitment campaign activities.
- To plan, organise and participate in recruitment fairs/open days/recruitment days.

2. Recruitment Activities

- To engage with the community in recruitment activities e.g. leaflet drops, presentations to groups and any other engagement activities required.
- To promote the On-call Firefighter role to businesses by visiting premises, generating contacts, arranging meetings and giving talks



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- To proactively engage with potential applicants to improve the enquire-to-application rate.
- To support the applicants to reduce the application time and therefore increase the applications in the targeted areas.

3. Professional Conduct and Customer Service

- To contribute to the continual improvement in the provision of recruitment practice within the organisation, by suggesting changes to working practices to improve customer service and efficiency, including means of enhancing the job holders own personal performance.
- To work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisational objectives.
- To explore and progress opportunities for joined up working internally (e.g. targeting business in conjunction with the Community Fire Safety team).

CORPORATE ACCOUNTABILITIES (applicable to all personnel)

1. Equality and Diversity

- Support and promote the Service's statement, policies and procedures on Equality and Diversity in employment and service delivery.

2. Health, Safety and Risk

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service's Health and Safety policies and procedures to maintain a safe and healthy working environment.

3. Personal Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

4. General

- To undertake such other duties as may be required from time to time commensurate with the grade of the post

OTHER GENERAL REQUIREMENTS OF THE JOB

1. Travel

- This is a mobile role and as such travelling will be required to all on-call fire station towns and villages within Cambridgeshire. Pool Cars will be available for use as and when required.

2. Working Times

- This is a full time post (37 hours per week)

- Flexible working is key with the requirement to work some hours in evenings and at weekends on a regular basis.

CORPORATE ACCOUNTABILITIES (applicable to all personnel)

1. Equality and Inclusion

- Support and promote the Service's statement, policies and procedures on Equality and Inclusion in employment and service delivery.

2. Health, Safety and Risk

- Ensure that health, safety and risk issues are factored into all areas of activity
- Support and promote the Service's Health and Safety policies and procedures to maintain a safe and healthy working environment.

3. Personal Development

- Responsible for updating own practices and professional knowledge.
- Undertaking personal development activities as agreed with line manager.

4. General

- To undertake such other duties as may be required from time to time, commensurate with the grade and positioning of the post.

OTHER GENERAL REQUIREMENTS OF THE JOB

1. CPD

- The post holder must be willing to continuously develop their professional knowledge, experience and understanding.

2. TRAVEL

- Travelling across the county may be required to facilitate the effective delivery of the role and to participate in meetings etc.

Person Specification

Job Title: On-call Recruitment Officer
Date of last review: July 2017



CORE COMPETENCIES	CRITERIA	ESSENTIAL	DESIRABLE	MEASUREMENT
KNOWLEDGE AND EXPERIENCE	Experience of managing recruitment campaigns or equivalent	✓		Application and interview
	Experience of dealing with small and large businesses, both face to face and on the telephone	✓		Application and interview
	Knowledge / understanding of the particular challenges facing the Fire Service in relation to on-call recruitment		✓	Interview
COMMUNICATION	Able to communicate all information, needs, instructions, decisions etc. clearly and concisely to individuals or groups in a structured manner – both orally and in writing	✓		Application and interview
	The ability to converse at ease with customers and provide advice or give correct information in accurate spoken English	✓		Interview
	Able to adapt communication style to the needs of the audience and checking for understanding – both orally and in writing	✓		Interview
	Evidence of strong active listening skills	✓		Interview

MOTIVATION/ DISPOSITION	Can do approach	✓		Interview
	Customer focussed and driven by fulfilment in reaching high standards and genuinely supporting the organisation to achieve its objectives	✓		Application and interview
	Resilient and tenacious personality – able to deal with the challenges of the role by being ‘professionally persistent’, and to bounce back from disappointments	✓		Interview
IT	Excellent IT skills with the ability to use Microsoft Excel, Word, Database applications and PowerPoint to prepare well-presented documents	✓		Application and interview

GENERAL	Full, current driving licence*	✓		Application and sight of licence
	Ability and willingness to work flexibly, including evenings and weekends on a regular basis	✓		Interview
	Able to organise and work methodically. Plans activities thoroughly, monitoring progress and adapting and responding to changes/conflicting priorities	✓		Application and interview
	Able to prioritise varying demands and workload and manage time effectively. Can plan, prioritise and meet deadlines.	✓		Application and interview
	Ability to work on own initiative, identifying and delivering opportunities for improvement	✓		Application and interview
	Ability to work both independently and as part of a team – ensuring information is shared as appropriate with key stakeholders	✓		Application and interview
	Ability to liaise professionally with people of all levels, from senior managers to members of the public	✓		Application and interview
	Strong customer service and interpersonal skills – truly focused on building effective relationships, both internally with colleagues and externally with potential candidates and business contacts	✓		Application and interview

	Able to influence others to prioritise and plan their workloads in support of on-call recruitment activities		✓	Interview
	Self-motivated and enthusiastic towards recruitment	✓		Application and interview

*Reasonable adjustment will be made for those candidates who may have a disability under the Equality Act 2010. However, it is essential that the successful candidate can travel to any part of the county when required

Our Commitment to **Equality and Inclusion**

Cambridgeshire and Peterborough Fire Authority values diversity and actively promotes equality and inclusion in all aspects of our work

This is achieved by:

Recognising, respecting and listening to the varied needs of our communities and staff

Providing different solutions for different needs and requirements

Valuing and encouraging better understanding of people's differences and the things we have in common

Treating everyone with dignity and respect

Ensuring employment practices are fair and non-discriminatory

Fostering an inclusive and trusting culture

Challenging prejudice and discrimination



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