



SUMMARY OF FIREFIGHTER TRAINEE TERMS AND CONDITIONS

Operational Firefighter Apprenticeship Scheme

Firefighter trainees successful through the recruitment process will be appointed on the basis of a two-year operational Firefighter apprenticeship framework. Training and assessment will be ongoing throughout the period in line with the requirements of the apprenticeship framework.

At the end of this period there will be a formal end of apprenticeship assessment which the trainee Firefighter will be required to successfully complete. Subject to successful completion trainees will become competent Wholetime Firefighters.

Pay

Salary is paid monthly directly into a Bank or Building Society account of your choice, on or around the 15th of every month.

As of 1st July 2021, the salary of a Wholetime firefighter is as follows:

Trainee Firefighter	£24,191
Firefighter in development	£25,198
Competent Firefighter	£32,244

Leave

The leave year runs from 1st April to 31st March. For appointments made after 1st April, leave entitlement will be pro-rata based on whole months of service.

As a Firefighter you will be eligible to receive 33 days annual leave entitlement, increasing to 36 days after 5 years continuous service.

One week's leave equates to seven consecutive days free from duty.

Flexible Working Arrangements

The Service supports family friendly employment policies which promotes a better work life balance and is open to future requests for flexible working arrangements to include part time and job share working in line with its Flexible Working Policy.

This will be subject to operational ridership and workforce needs. You will be required to attend and successfully complete the trainee firefighter course and undertake all requirements of the firefighter apprenticeship scheme.

Pension

You will be contractually enrolled into the Firefighters' Pension Scheme 2015 from the first day of your employment. If you do not wish to be a member of the scheme (or decide at some later date that you do not wish to be a member), you have the option to opt out of the Pension Scheme. Further information about the pension scheme will be issued on appointment.

Alternatively, employees may choose to make their own pension arrangements.



Sickness

An Occupational Sickness Scheme operates which is based upon length of Service with the Authority.

English Language Fluency Duty

Part 7 of the Immigration Act placed a duty on public authorities to ensure that any employee working in a customer facing role speaks English to a fluent standard.

Any role within the Service which requires the post holder to speak to members of the public as a regular and intrinsic part of their role will be subject to this requirement.

Where this duty applies the standard of English fluency will be dependent on the nature of the customer facing role. The Service may assess English language fluency through a formal test and or interview as appropriate to the role.

No-Smoking Policy

NFRS has introduced a smoke free working policy which sets out that employees engaged after 1 April 2016 will not be able to smoke whilst at work.

Random Drug and Alcohol Screening

Under the Service's Substance Misuse Policy personnel in uniformed roles will be subject to random drug and alcohol screening.

APPOINTMENTS

Medical Clearance and References

New appointments to the Service are subject to a pre-employment medical report/examination by our Occupational Health and Fitness Service. Drug and alcohol screening procedures will apply as part of pre-employment health and fitness checks.

Two references will also be sought in support of the applicant's suitability for the post. The Service reserves the right to withdraw an offer of appointment where medical reports or references are not satisfactory.

Applicants are required to declare any medical information that potentially may impact on the role of a Firefighter.

BASELINE PERSONNEL SECURITY STANDARD CHECK

The Service will undertake a baseline personnel security standard check which will consist of the following elements:

Security Check

A basic security check will be undertaken through the Disclosure & Barring Service. Checks are usually undertaken once a job offer has been made and confirmation of the appointment will be subject to the outcome of the check.



The Service has a Criminal Disclosure Policy and Employment of Ex-Offenders Policy which follows the Code of Practice established by the Disclosure & Barring Service. Evidence of an unspent conviction will not automatically debar a candidate from employment. This will depend upon the nature and date of the offence, pattern of offending, and its relevance to the role.

The process will be explained to candidates prior to the security check.

Three Year Employment History

All candidates are required to provide a three year employment history including details of any gaps in employment. This information is usually requested on the application form but candidates may be asked to provide further information if required.

Asylum and Immigration Checks

We are required by law to check that all candidates are entitled to work in the UK before offering a position of employment. Successful candidates will therefore be required to submit one of the following original documents to the HR Department as a condition of their appointment:

- A passport showing that the holder is a British Citizen or has a right of abode, or
- A national passport or national identity card from a European Economic Area country or Switzerland

If the above are not available, the production of:

- A P45, P60 or national insurance card showing an NI number PLUS
- A full birth certificate (including names of parents) issued in the UK, Channel Islands, Isle of Man or Ireland.

Police Vetting Process

Employees that are based at Police Headquarters or regularly attend Headquarters will be required to undertake a Police vetting process.

MISCELLANEOUS PROVISIONS

Training and Development

The Service is committed to the continuous development of all its employees. Development needs are generally identified through an annual Performance Development Review process. The Service has its own Training and Development Centre at Ollerton and runs many in-house courses. However, opportunities are also available to undertake relevant qualifications or college based training, attend external seminars or undertake alternative means of job or personal development.

Fairness at Work and Equality of Opportunity

The Service is fully committed to ensuring that its employees, service users and those who come into contact with us are treated fairly, equitably and with respect. We also seek to understand and work with Nottinghamshire's diverse communities and service users to provide a responsive and non-discriminatory service. We expect all our employees to share in this commitment, which forms one of our Core Values.



Code of Ethics

Nottinghamshire Fire and Rescue Service has adopted the national code of ethics for Fire and Rescue Services. This is based on the following five principles:

- Putting our communities first
- Integrity
- Dignity and Respect
- Leadership
- Equality, Diversity and Inclusion

The Code is underpinned by a National Fire Service standard that makes it explicit that the Code also applies to corporate governance.

Employees are required to ensure compliance with the code and standard in all that they do.

[Core Code of Ethics Fire and Rescue Services England \(local.gov.uk\)](https://www.local.gov.uk/core-code-of-ethics-fire-and-rescue-services-england)

Nottinghamshire Fire & Rescue Service Values

- **We value and respect others**
By treating our community and Service users with respect and consideration, we become a more customer-focused and inclusive organisation.
- **We are open to change**
By understanding the need to improve, we open ourselves up to new ideas and become a more sustainable and stable organisation, ready to meet challenges we face.
- **We are professional in all that we do**
We act professionally by being the best that we can be, behaving with integrity and taking personal responsibility for our behaviour and decisions.
- **We are One Team working together**
We act as One Team when we respect and value each other, and work together to create safer communities.

Health and Safety

The Nottinghamshire Fire and Rescue Service is committed to ensuring the health and safety of its employees. To this end, a Written Safety Policy outlines workplace practices and policies aimed at reducing risk to the lowest possible level, and workplace risk assessments ensure that hazards are identified, managed and monitored to protect our employees, service users and visitors to our sites.

Employee Well-Being



The Service is committed to ensuring the health and well-being of its employees. We have our own Occupational Health and Fitness Centre based at Joint Headquarters. The Centre is managed by a qualified Occupational Health and Fitness Manager, and an Occupational Health Consultant attends an on-site clinic. The Service also employs a Fitness Advisor. The Occupational Health Service provides occupational health advice, pre-employment and on-going health reviews, fitness advice, access to welfare and counselling services and some treatments such as physiotherapy.

Gym facilities are available at the main JHQ site and on stations.

The Service offers the following health benefits to its employees:

Health care - cash back scheme

The Service operates a health care scheme. Benefits include dental, optical, private consultations (to a defined limit).

Counselling, emotional support and professional advice

A dedicated Employee Assistance Provider (EAP) is available to employees seeking counselling, emotional support or help with financial, legal or family matters