



Chief Officers (Scotland)
Chief Officers (England, Wales and Northern Ireland)

30 August 2010

VACANCY NOTICE 08/2010: INSTRUCTORS (Watch Manager A) AT THE SCOTTISH FIRE SERVICES COLLEGE, GULLANE

The Scottish Fire Services College is looking for enthusiastic, energetic and motivated people to fill Instructor vacancies which will arise during 2011/2012. The posts are graded at Watch Manager A (Competent) and applications are invited from:

- Substantive Crew Managers.
- Members of the Fire & Rescue Services who have the necessary skills, knowledge & experience appropriate to the role and who fulfil the requirements of the person specification in the vacancy notice.

The Scottish Fire Services College continues to evolve its role in supporting the Scottish fire and rescue services. The posts provide an excellent opportunity for the successful candidates to contribute to the learning and development of Scottish fire and rescue service staff and the broadening range of course delivery offered by the College. The posts will also offer the successful candidates the opportunity to develop within the learning and development field. The outline job description for an Instructor post is attached as an appendix to this notice.

The closing date for the return of applications to the Scottish Fire Services College is Friday 8 October 2010. Applicants selected for interview will be notified within seven days of this cut off.

Interviews, including a presentation on the topic "*Operational skills and competencies in the Scottish Fire and Rescue Service – how the College can support the fire and rescue service's workforce development.*" will be held week commencing Monday 22 November 2010. This topic has been chosen to give candidates the opportunity to demonstrate their knowledge of the operational skills levels within Services and any gaps which have been identified and an understanding of how the College works in partnership with the Services to improve skills. The presentation will be a maximum of 10 minutes in duration. A structured interview will comprise of role related questions and may also draw on examples provided via the application.

I would be grateful if you would arrange for the attached Vacancy Notice and appendices to be circulated within your Fire and Rescue Service as soon as possible.

Yours faithfully

R S VIRTUE

Further Information

Appendix 3 sets out the current secondment arrangements.

Candidates who would like more information about the role of Instructor should contact John Sharp, Programme Manager (01620 843 703) or Robert Reid, Programme Manager (01620 843 731)

An application form can be found at appendix 1. Further copies of this notice are available via the Scottish Fire Services College website vacancies page (www.scottish-fireservicescollege.org).

Candidates should submit an application **to their Chief Fire Officer** on the form shown in Appendix 1. All completed applications, with appropriate endorsements from the Chief Officer, should be sent to Lindsay Young, Scottish Fire Services College, Main Street, Gullane, East Lothian, EH31 2HG in a sealed envelope clearly marked 'CONFIDENTIAL - STAFFING'. This envelope should then be enclosed in a further sealed addressed envelope.

SCOTTISH FIRE SERVICES COLLEGE

APPLICATION FOR POST OF INSTRUCTOR

PART I (TO BE COMPLETED BY THE APPLICANT)

Note: If you are completing this form manually, please use black ink and block capitals

1. Name

2. Current FRS Role

3. Mailing Address and Contact Telephone Number
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4. Fire and Rescue Service

5. Present Station or Main Place of Work

6. Details (including dates and awarding bodies) of relevant qualifications, training and professional body membership.
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Relevant Experience, Knowledge, Skills and Understanding

Guidance on completing this application

Under the following headings give practical example(s) of how you have demonstrated the knowledge, skills and understanding necessary for the post. If necessary continue on a separate sheet(s).

Your application will be assessed and sifted against the following criteria:

1. the coverage of the Watch Manager Rolemap EFSM Units, which form the headings within this application form, within your examples.
2. the relevance of your examples to the major tasks outlined within the job description
3. the extent to which your application demonstrates your ability to meet the essential and desirable criteria detailed within the job description.

Please ensure that you read all documents associated with this application fully before drafting your examples. Further information on the Watch Manager Rolemap, along with an interpretation of the EFSM Units outlined below, is available from the following web link

<http://www.skillsforjustice-ipds.com/njcrolemaps.php>

A full description of each EFSM Unit is available via this website. To access this information, click on the chosen EFSM Unit, navigate to the bottom of the page and then click on the search icon (small page with magnifying glass).

1. Lead the work of teams and individuals to achieve their objectives

2. Lead and support people to resolve operational incidents

3. Support the development of teams and individuals

Signature of Applicant

Date

PART II (TO BE COMPLETED BY CHIEF FIRE OFFICER)

Observations of Chief Fire Officer, including an assessment of the applicant's suitability for the post.

Signature of Chief Fire Officer

Date

SCOTTISH FIRE SERVICES COLLEGE

OUTLINE JOB DESCRIPTION

The Scottish Fire Services College provides residential Development Programmes for Trainees and shorter specialist courses for Firefighters, Crew, Watch and Station Managers.

An Instructor will normally be responsible for the training, development and supervision of a group of students under the direction of the Programme Manager. The Instructor will be able to establish an effective approach to teaching and learning by:

- **the adoption of a teaching role.** Ensuring learners acquire the requisite knowledge, skills and understanding in line with the course learning outcomes. This will require the identification of learning needs within the group; creating a positive attitude to learning; management of group dynamics and a self evaluation of teaching methodologies.
- **the planning of learning activities.** This will require the identification of learning outcomes; relating subject areas to outcomes; producing plans for learning sessions; identify ways of tracking learning; and the design, development and use of learning resources.
- **the management of the learning process.** This will require the use of methods of delivery that are appropriate to the group; organising the learning environment to assist in the learning process; the use of appropriate language; the use of appropriate resources; the use of appropriate methods to assess learning and the encouragement of feedback from learners through debriefs and tutorial sessions.
- **the assessment of learning** through formative and summative assessment. This will require the analysis, identification and confirmation of strengths and weaknesses of learners; the giving of constructive feedback on progress to learners; reporting on their performance in consultation with the Programme Manager and the conduct of an evaluation/review of teaching and learning.
- **taking the responsibility** for the upkeep of specified resources and training facilities.

PERSON SPECIFICATION

Essential criteria

You will have the ability to: -

- manage personnel issues and to resolve and mitigate conflict between individuals.
- organise yourself and allocated tasks.
- time manage to ensure effective delivery, meeting deadlines where required.
- communicate effectively across a range of people.

Desirable criteria

- A recognised Learning and Development qualification or working towards.
- Breathing Apparatus Instructor.
- Road Traffic Collision Instructor.
- Urban Search & Rescue Tool Skills Course.
- IOSH Managing Safely or NEBOSH General Certificate.
- A1/A2 assessor (D32/33).
- Evidence based experience in an instructional capacity.

Approval: It is essential that potential candidates seek the approval of their Chief Fire Officer in advance of applying for this secondment.

Secondment period:

The secondment will be for a period of 2 years. Service will count as operational service and as reckonable service for pay and pension purposes.

Further Background on the work of the Scottish Fire Services College

In January 2007 the Scottish Government in partnership with the Chief Fire Officers Association Scotland published the revised Learning and Development Strategy for the Scottish Fire and Rescue Services.

The Strategy identifies 6 key strategic issues and these are:

- Supporting the SFRS to deliver the Community Planning Agenda;
- Supporting the SFRS to maintain and develop the resilience capacity required to deliver effective emergency provision;
- Supporting the achievement of 'Best Value' Service delivery (efficiency, economy, effectiveness and equality in Service Delivery);
- Support the organisational development of the SFRS workforce;
- Maintaining and developing further strategic partnerships for learning and development;
- Securing effective collaborative arrangements, resources and facilities required for the delivery of Best Value learning and development interventions.

The Scottish Fire Services College plays a key role in the achievement of these strategic objectives and has developed its business planning process around this goal. A number of specific objectives were identified, in consultation with the Scottish Fire and Rescue Services, for each of the strategic issues and functional plans then put in place in order to achieve each one of them. The College provides all of its functions in partnership with the Scottish fire and rescue services and the Chief Fire Officers Association Scotland.

**SCOTTISH GOVERNMENT
INSTRUCTOR (WATCH MANAGER 'A')
SECONDMENT CONDITIONS**

GENERAL

Except where any different conditions of service are specified or implied in this statement, the Scheme of Conditions of Service determined by the National Joint Council for Local Authorities' Fire and Rescue Services (the 'Grey Book') shall apply.

APPOINTMENT

- The appointment of an Instructor will be made by Scottish Ministers, who may terminate the appointment at any time.
- An individual appointed as an Instructor will be seconded from their FRS and will remain an employee of that FRS.
- The date with effect from which an individual is seconded to the Scottish Government, the date on which they take up appointment as an Instructor, and the date with effect from which they return to their FRS or joins a different FRS will be determined by agreement between the Head of Programme Delivery and Development and the Chief Officer of the FRS.
- Appointment as an Instructor will initially be for a probationary period of 3 months. If, at the end of that period, the appointed individual has failed to satisfy the Head of Programme Delivery and Development that they possess the required qualities and abilities, they may be required to return to their FRS at the end of the probationary period.
- The period of secondment will be for 2 years.
- Service as an Instructor will count as operational service and as reckonable service for pay and pension purposes.

PAY etc

- An Instructor will, from the date of appointment, receive the pay and allowances payable for a Watch Manager A in their FRS in accordance with the Scheme of Conditions of Service for Local Authorities' Fire and Rescue Services.
- In addition, a non-pensionable Instructor's Allowance of £6000 per annum will be payable. This allowance is paid monthly in recognition of Duty Officer responsibilities and any additional hours worked, whilst present at the SFSC.
- An Instructor will retain their entitlement to be provided with uniform etc, the cost of which will be met by the Scottish Government.

ACCOMMODATION AND EXPENSES

- Board and lodging will be provided by the College while an Instructor is on duty.
- When absent from the College on duty, an Instructor will be entitled to claim travelling expenses and subsistence allowances in accordance with the NJC Scheme of Conditions of Service.
- An Instructor will be entitled to claim the cost of return journeys to his/her home at weekends, except where on duty over a weekend. If this travel is by private vehicle the Instructor shall be reimbursed at the mileage rate set out in the latest circular issued by the National Joint Council for attendance at a residential course. Claims are restricted to a maximum of 200 miles radius from the College and should be submitted monthly in arrears.
- An Instructor will be entitled to claim the cost of one visit every six months to the FRS from which they are seconded. Journeys for this purpose will be treated as journeys on official business. The timing of such visits will be determined by the Head of Programme Delivery and Development in accordance with the needs of the College.

LEAVE ENTITLEMENT AND TIMES OF DUTY

- An Instructor will be entitled to the annual leave applicable to their role and service in their Fire and Rescue Service. There are two periods of 2 week shutdown at the College each year. These occur over the Christmas/New Year period and in July each year. An Instructor will be expected to take annual leave at this time subject to the business requirements of the College.
- The working week for Instructors is from 11.30 – 5.30 on a Monday and 08.30 – 5.30 Tuesday to Friday. During the week an Instructor will be required to take on the Duty Officer role, payment for which is included in the instructional allowance.
- Times of duty and period of leave will be determined by the Programme Managers in accordance with the needs of the College.
- An Instructor during the period of their secondment will be subject to the College absence policy. Long term sickness will be recognised as such after 28 consecutive days of absence. Maternity & Paternity leave will be as stated in the College policy.

DISCIPLINE

- An Instructor will remain subject to the Discipline Procedures as laid out in the Section 6 of the NJC Scheme of Conditions of Service, and a breach of good conduct, unsatisfactory work performance or poor attendance may be reported to the Chief Officer of the Fire & Rescue Service from which he/she is seconded in order that the Service's Investigating officer may consider the institution of disciplinary proceedings.
- An Instructor must also comply with the Scottish Government's IT Code of Conduct. Failure to do so will result in a report being sent to the Chief Officer of the Fire & Rescue Service from which he/she is seconded in order that the Service's Investigating officer may consider the institution of disciplinary proceedings under the NJC Scheme of Conditions of Service Discipline Procedures and their secondment being terminated.