



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

1st July 2011

Dear Colleague

VACANCY NOTICE 02/2011: 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:

- **Crew and Watch Managers (Competent or in Development)**
- **Firefighters who have successfully completed a supervisory ADC and who possess the essential 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. This post provides an excellent opportunity for the successful candidate 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 Monday 15th August 2011.

Interviews, which will include a presentation will be held week commencing Monday 29th August 2011.

Applicants selected for interview will be notified within seven days of the closing date.

The topic for the presentation will be, "*You have been tasked with producing a national **“Initial Incident Commanders Course”** for the Scottish Fire and Rescue Services. Detail how you would construct and deliver the course and include the benefits and challenges at a national level.*". The presentation will be a maximum of 15 minutes in duration. A structured interview will follow and will comprise role related questions and questions drawn from the examples given in 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

Robert Rearie,
Programme Manager
(01620 843703)
robert.rearie@scotland.gsi.gov.uk

or

Gary Stewart
Programme Manager
(01620 843731)
Gary.stewart2@scotland.gsi.gov.uk

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 in a sealed envelope clearly marked '**CONFIDENTIAL - STAFFING**' this envelope should then be enclosed in a further sealed addressed envelope to

**The Director of Fire Service Training
Scottish Fire Services College,
Main Street, Gullane,
East Lothian,
EH31 2HG**

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

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.

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 EFSWM 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 EFSWM Units, is available from the following web link

http://www.skillsforjustice-nosfinder.com/suites.php?suite_id=25

A full description of each EFSWM Unit is available via this website.

1. Maintain activities to meet requirements

2. Take responsibility for effective performance

3. Contribute to the development of teams and individuals

4. Lead and support people to resolve operational incidents

Declaration:
I certify that the information contained within this application is true and accurate.

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 Development Programmes on behalf of the Scottish Fire & Rescue Services..

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

- evidence of successful completion of a supervisory ADC (firefighters only)
- evidence based experience in an instructional capacity.
- evidence of an Instructor qualification in one or more of the following subjects;

Breathing Apparatus
Road Traffic Collision
Fire Behaviour

Desirable criteria

- a recognised teaching qualification
- IOSH Managing Safely or NEBOSH General Certificate.
- A1/A2 assessor (D32/33)
- evidence based experience in the role of Incident Commander

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.

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

This post requires a Basic Disclosure Certificate dated within the last 12 months. This certificate is not required until such times as the applicant is deemed successful and the cost of a new certificate will be reimbursed by the Scottish Fire Services College.

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' (Competent)
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 current National Joint Council for Local Authorities' Fire and Rescue Services (the 'Grey Book') shall apply.

APPOINTMENT

- An individual appointed as an Instructor will be seconded from their FRS and will remain an employee of that FRS.
- Appointment as an Instructor will initially be for a probationary period of 3 months.
- 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.
- 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.

TERMINATION

The appointment of an Instructor will be made by Scottish Ministers, who may terminate the appointment at any time. The secondment may be terminated forthwith by the SG if:

- during the probationary period, the secondee fails to satisfy the Head of Programme Delivery and Development that they possess the required qualities and abilities.
- the secondee fails or neglects efficiently and diligently to carry out the reasonable instructions of the Directorate.
- the Directorate reasonably considers that the secondee is guilty of any gross or serious misconduct.
- there are major changes to the work/unit/project referred to in the Schedule.
- the Scottish Government Inward Secondment Schedule (clause 3 & 25) apply

The secondment shall automatically terminate if:

- The secondee leaves the employment of the donor organisation.

REMUNERATION

- An Instructor will, from the date of appointment, receive the pay and allowances payable for a Watch Manager A (Competent) 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 ALLOWANCES

- 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 current 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.