# Job Description and Person Specification

Wholetime firefighter | 2026

HEREFORD & WORCESTER HWFR FIRE AND RESCUE SERVICE

# Job Description
Wholetime firefighter

**Department:** Service Delivery

**Responsible to:** Crew / Watch Commander

## Main purpose of the role

To be an integral part of both an emergency response and prevention team by working within the community, in order to prevent emergencies occurring, minimise their impact when they do and intervene effectively when required. This will be to the benefit of that community and within a safe working environment.

## Key Duties and Responsibilities (Aligned to national Firefighter Role Map)

| Key Duties and Responsibilities: | Examples of this include: |
|---|---|
| **To respond immediately and safely to all operational incidents as required, undertaking firefighting, rescue and other actions in order to save and protect life, property and the environment, providing support and minimising distress to those affected and contributing to the resolution of the incident (FF3, FF4, FF5).** | • Responding immediately and safely as part of a team to all operational incidents and requests for assistance e.g. incidents involving fire, persons trapped in vehicles/ machinery, collapsed or dangerous structures, hazardous materials, adverse weather conditions, animal rescue, supporting other agencies.<br>• Dealing with emergencies as directed and working effectively and efficiently as a member of a disciplined and professional team.<br>• Providing both physical and emotional support to people directly and indirectly involved in an operational incident e.g. reassuring and comforting people, protecting privacy and dignity, giving first aid care. |
| **To collect information on operational risk premises and sites in the station area, ensuring information and plans are disseminated to all relevant people in accordance with Service policies and procedures (FF6).** | • Collecting and updating information on risks in the community e.g. sites that contain hazards that need special responses (chemical, biological, radioactive), sites that by their nature need special responses (hospitals), and risks such as derelict or unoccupied buildings.<br>• Collecting and updating information on resources in the community e.g. fixed installations, water supplies and Fire and Rescue Service access. |

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| Key Duties and Responsibilities: | Examples of this include: |
|---|---|
| **To participate in community safety initiatives, providing information, education and advice to promote understanding of safety matters so as to reduce risk in line with identified needs and foster positive relations with the local community in support of service objectives (FF1).** | • Establishing and maintaining the confidence of members of the public and maintaining links within the community.<br>• Assisting in Service prevention initiatives to educate the community on the risks and hazards of fire and other emergencies e.g. conducting safe and well checks, taking part in community events, signposting vulnerable people to other agency support, giving advice on fire safety, road, and water safety. |
| **To undertake fire safety inspections of premises, completing reports and taking action as required so as to reduce risk and ensure compliance with legislative requirements (FF8).** | • Maintaining all firefighting and emergency equipment in a state of readiness including cleaning, repairing and testing as required to approved standards and procedures.<br>• Completing paperwork and routine administration via accurate recording of information. |
| **To participate in a structured programme of training and development and to undertake self-development activities in order to achieve and maintain competence against National Occupational Standards for that role and in line with Service objectives (FF2).** | • Taking part in a continuous training programme by attending lectures, exercises, practice drill sessions and other forms of training to develop and maintain competence levels.<br>• Developing own skills and knowledge through personal development to maintain competence.<br>• Completing paperwork and routine administration via accurate recording of information and keeping own personal records up to date. |
| **To assist in the training and development of colleagues, as required, communicating own skills and knowledge, and through demonstration and instruction (FF7).** | • Supporting your colleagues to develop themselves in their job role e.g. communicating your skills and knowledge, encouraging feedback, respecting diversity and promoting our values and core purpose. |
| **To take personal responsibility for own performance, ensuring personal appearance, conduct and levels of fitness are maintained in line with Service standards (FF2).** | • Developing own skills and knowledge through personal development.<br>• Maintaining the level of physical and medical fitness necessary to carry out all duties.<br>• Maintain personal appearance, hygiene and standards of dress in keeping with a disciplined and professional service. |

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| Key Duties and Responsibilities: | Examples of this include: |
|---|---|
| **To undertake driving of Fire and Rescue Service vehicles including their operation and deployment at incidents commensurate with the level of training received (FF9).** | • Driving a Fire and Rescue vehicle safely to and from an incident via the most effective route.<br>• Siting the vehicle safely and securely at incidents.<br>• Complying with all relevant regulations and guidelines. |
| **To actively promote and demonstrate personal commitment in respect of the Service's purpose, vision, mission and, values and policies concerning quality of service and customer care, equality, diversity and inclusion, safeguarding and health, safety and welfare.** | • Being sensitive to the needs of others, particularly with regards to fairness, equality and diversity issues.<br>• Recognising health and safety issues at work and dealing with them to minimise or eliminate the degree of hazard or risk.<br>• Ensuring personal safety and that of others at all times.<br>• Adhering to the policies and procedures of the Service. |

The postholder will be required to undertake any other reasonable duty commensurate with the grading and responsibility of the post. This could be at any location across the Service working a variety of shift patterns, in order to meet Service priorities, business continuity requirements or personal development.

# Person Specification
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| Requirements | Essential or Desirable | Identified by |
|---|---|---|
| **Qualifications and Training** | | |
| Maths and English GCSE grade C (grade 4) or above, or equivalent qualifications | Essential | Application, Production of Certificates |
| **Experience and Knowledge** | | |
| Experience of working in a team | Desirable | Interview |
| Experience of undertaking tasks of a practical nature | Desirable | Interview, Practical tests |
| Awareness of the role of a Firefighter | Essential | Interview, Online Assessments |
| Awareness of the role of the Fire and Rescue Service within the community | Essential | Interview, Online Assessments |
| An understanding of and commitment to the Core Code of Ethics and the national Fire and Rescue Service Leadership behaviours for a Firefighter | Essential | Application, Interview, Online Assessments |
| Demonstrates an understanding of the importance of equality, diversity and inclusion to HWFRS as an employer and service provider | Essential | Application, Interview, Online Assessments |
| **Skills and Abilities** | | |
| Ability to work comfortably at height | Essential | Application, Practical Tests |
| Ability to work comfortably in confined spaces | Essential | Application, Practical Tests |
| Ability to swim a minimum of 50 metres | Essential | Application |

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| Requirements | Essential or Desirable | Identified by |
|---|---|---|
| **Other Factors** | | |
| At least 18 years of age on commencement of employment | Essential | Application, Pre-employment Checks |
| Eyesight and colour vision in line with entry standards (subject to reasonable adjustments under the Equality Act 2010 where appropriate) | Essential | Medical Assessment |
| Good hearing in line with functional standards (subject to reasonable adjustments under the Equality Act 2010 where appropriate) | Essential | Medical Assessment |
| Have and be able to maintain a level of personal fitness to 42 VO2 max or above | Essential | Fitness Test |
| Able to work rostered shifts including weekends and public holidays | Essential | Application |
| Hold a full driving licence with no pending issues | Essential | Application Form, Driving Licence Check |
| Fluency in the use of English Language (as set out in English Language Fluency Duty Part 7 Immigration Act) | Essential | Interview |

HEREFORD & WORCESTER
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FIRE AND RESCUE SERVICE

HWFire

**© 2026 Hereford & Worcester Fire and Rescue Service**
Service Headquarters, Hindlip Park, Worcester WR3 8SP
0345 122 4454 | info@hwfire.org.uk | www.hwfire.org.uk