



GIBRALTAR FIRE AND RESCUE SERVICE

Firefighter Recruitment

Applicants Information Pack



"Proudly Serving the Rock's Community since 1865"

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1. INTRODUCTION

Thank you for showing an interest in becoming a firefighter at the Gibraltar Fire and Rescue Service.

The Gibraltar community value the services we offer and need to feel confident in our highly skilled teams, who reduce risk as well as respond to emergencies. Our teams continually evolve and improve how we operate whilst maintaining the highest standards for our community.

This recruitment applicant's information pack is designed to provide you with as much information as possible, relevant to the role of a firefighter and the Gibraltar Fire and Rescue Service's recruitment and selection process. The selection process is primarily aimed at allowing you to demonstrate that you have the essential attitude, attributes and potential skills to become a firefighter within our organisation. We are looking for individuals that identify themselves with our strategic aims and core values.

1.1 Our Strategic Aims

To reduce the risk to the community through effective prevention, protection and response activities, whilst improving the way we work to provide a resilience and professional service through the development of our people and the culture within which we work.

1.2 Our Core Values

Our values guide what we do and how we do it. Support our Strategic aims, shape the culture and reflect what the organisation values. They are the essence of the Gibraltar Fire and Rescue Service's identity. They underpin the decisions our staff make, the priorities they choose and the attitudes that we collectively adopt. Our values are important as they help us provide a highly professional service. We expect all our staff to behave and take action in line with our core values.

LEADERSHIP - *We trust, motivate and develop our people*

RESPECT - *We embrace and appreciate the opinions of others*

INTEGRITY - *We act with honesty and honour, we have sound moral and ethical principles*

OPENNESS - *We are open minded, transparent and responsive*

TEAMWORK - *Together we are stronger*

AMBITION - *Doing our best is our goal; we will work relentlessly towards this*

1.3 The role of today's firefighter

What do you imagine when you think of a firefighter?

The traditional image is perhaps of a firefighter turning out in a fire engine with blue lights flashing and sirens wailing, heading to rescue people from a burning building.

Whilst this might still be a small part of what we do, the demands of our fire service have changed considerably in recent times and the role and requirements of our firefighters have changed too.

The types of emergencies we attend are more varied- road traffic collisions, cliff/mountain rescue, diving/diver rescues, people who are trapped, floods, chemical spillages, and the growing threat of terrorism are just some of what we are now trained to respond to.

A major part of our role is to reduce the number incidents and mitigate the impact of these in Gibraltar. This approach has inevitably increased the emphasis and importance on prevention and protection activities.

In support of our fire safety department and the awareness campaigns, occasionally our firefighters are also required to support these functions. Our firefighters must be able to communicate effectively with varied individuals and groups- from older people, young adults and schoolchildren and people from a variety of backgrounds and cultures. Treating people with dignity and respect is at the heart of what we do.

1.4 What will be expected from me as a firefighter?

- To maintain an appropriate level of physical fitness
- Maintain a high level of discipline
- To maintain the skills you need to do the job by attending training sessions
- To undertake a development programme to demonstrate competence in your role as a Firefighter

1.5 What are the duties and responsibilities of a firefighter?

- Educate the community in how to stay safe
- Save and preserve lives in danger
- Take responsibility for effective performance
- Resolve emergency incidents as effectively as possible
- Protect the environment from the effects of hazardous materials
- Support the development of colleagues in the workplace
- Contribute to safety solutions to minimise risks to your community
- Drive, manoeuvre and redeploy fire service vehicles and equipment

1.6 Hours of Work

The GFRS provides emergency cover 24/7 all year round. This means working unsocial hours/days, requiring you to work days, nights, evenings, weekends and public and festive holidays. The GFRS operate the following duty systems to ensure Gibraltar's Emergency Response.

- 2-2-2 – Individuals working this system will work two day shifts (08:00-17:00) followed by 2 night shifts (17:00-08:00) followed by two days off (known as periodical days off).
- Employees are conditioned to 42 hours a week, although due to our shift patterns they are contracted to 56 hours a week on average. These extra hours are remunerated accordingly.
- Once selected, and after successfully completing the Firefighter Development and Foundation Programme (FFDP) in UK, and all the mandatory local courses, you will be posted to an operational watch.

1.7 Could I be a Firefighter?

As an Equal Opportunities employer, we actively encourage interest from all sections of the community.

To be considered for a firefighter position at the GFRS, you must:

- By virtue of citizenship be entitled to take up employment in Gibraltar and are, or upon employment will be resident in Gibraltar.
- Be 18 years of age or over.
- Be physically fit to meet the requirements of the role and medical examination.
- Have the required educational qualifications - 5 GCSE passes at grades A, B or C or equivalent to include Mathematics and English language or equivalent qualifications (determined by the Department for Education & HRD). This will be outlined in the application personal specification criteria.
- Must be in possession of a valid 'B' class driving licence.
- You must also be committed to maintaining and developing new skills.

1.8 What you can expect from us

Being a firefighter is an interesting, varied and fulfilling career. In addition to safety critical training, we can offer a wide range of specialist and general training opportunities to contribute to your personal development and career aspirations.

All new firefighters are issued with their uniform and kit before the initial training course starts. Kit includes a 'working' uniform, which is everyday dress, and 'personal protective equipment' that is the full firefighting kit including helmet, boots and sports kit.

We are committed to the continued development of all staff. How you progress in your career is dependent on you showing your competence in the role. As well as the development opportunities we offer, prior learning and previous qualifications and experience are also taken into account as part of your future career development.

2. RECRUITMENT STAGES

To become a firefighter you will have to officially submit your application through HMGOG Human Resources Department (HRD) before the advertised closing date. Thereafter, you will be invited to undertake a series of tests designed to assess your suitability for the role.

Firefighter recruitment is always a competitive process, with an extremely high number of applicants competing for a small number of posts, so we can only take the highest performing individuals, and those who successfully meet the required pass mark/criteria for each element of the physical and practical tests.

Stage 1 – Application form

Individuals must complete and submit the application form before the advertised closing date. This must be handed in to HM Government of Gibraltar’s Human Resources Department.

Address

82-86 Harbours Walk
The New Harbours
Rosia Road
Gibraltar

Contact details

Tel: +350 20071911 / 20051686
Fax: +350 20079689
Email: human.resources@gibraltar.gov.gi

Counter Hours General Enquiries: 8:30am to 3:00pm (Mon to Fri)

The application is your opportunity to express and sell yourself, detailing where your strengths lie and outline why you think you would be suitable to become a firefighter and contribute to the team.

Applications must be completed accurately and honestly. Any false, misleading or inaccurate oral or written statements in connection with your application or appointment will result in your application being withdrawn from the process.

APPLICANTS ARE REQUIRED AS PART OF THEIR APPLICATION TO ADVISE HRD OF ANY CRIMINAL CONVICTIONS INCLUDING MOTORING OFFENCES IN ORDER TO ASSESS SUITABILITY FOR THE ROLE OF FIREFIGHTER

Stage 2–Pre-fitness/practical Test Indemnity/Declaration

The selection process will involve you taking part in various fitness and practical activities. You will carry this out at your own risk and should only undertake it if you feel competent to do so. It is important for you to realise that your physical endurance may be severely tested.

In this regard, once you have been invited to take part in the GFRS’s fitness/practical assessment, and before you commence your fitness/practical tests, you will be asked to fill in a “*Medical/fitness indemnity form*”.

Forms will be filled in at the registration desk, where you will also be assigned a candidate number.

Successful completion of the declaration form will allow you to move on to stage three

Stage 3 – Fitness test – Endurance Run

This is a test of aerobic fitness, stamina and endurance. You will be required to participate in a 4.8km/3 mile Run, divided into two distinct phases. The first phase, 2.4km (1½ miles) is a warm up, run as a group. The monitoring staff will dictate the pace for this 1st phase of the run. After a short pause/stretching session, the second phase will commence, on the instruction of the monitoring staff. This second 2.4km (1½ mile) phase will **BE TIMED** and **MUST** be completed within **10 minutes and 30 seconds**.

Successful completion of this stage will allow you to move on to stage four

Stage 4 – Practical Tests

As part of the selection process, you will be required to undertake physical tests which aim to assess your level of fitness, strength and manual dexterity as well as your level of confidence in simulated exercises.

This is a physically and mentally demanding day designed to reflect operational practice firefighters are exposed at incident grounds.

Equipment Carry/Shuttle – Element 1

This is a test of aerobic fitness, stamina, upper and lower body strength and co-ordination. The equipment carry test is in essence a shuttle test designed to replicate some of the on the job physical demands. The test is performed in a 25 metre track wearing full fire kit (leggings & tunic). This test will **BE TIMED** and **MUST** be completed within **7 minutes**.



Successful completion of this element will allow you to move on to element two

Ladder Lift & Extension simulation – Element 2

This is a test of upper and lower body strength and co-ordination. You will be required to carry out a test that simulates extending and lowering a 10.5m and 13.5m Fire Service ladder, from ground level to a demarcated point (indicated by the Safety Staff). To complete the test successfully, you will need to combine upper body strength, coordination and exert maximal safe effort on the extending line.



Candidates must correctly extend and lower a 10.5m and 13.5m ladder and successfully lift a 10.5m ladder **ten times (10 reps)**.

Successful completion of this element will allow you to move on to element three

Ladder Climb – Element 3

This is a physical test of confidence and the ability to follow instructions. You will climb a 13.5 metre Fire Service ladder to a point two thirds of the full working height (indicated by a mark on the ladder). Take a leg lock and remove your hands from the ladder, lean back and look down over your shoulder to the assessor to identify a symbol placed flat on the ground at the foot/bottom of the ladder. You will then descend the ladder. A full safety harness will be worn whilst carrying out this test. A safety officer will assist you if necessary.



Applicants **MUST** correctly climb the ladder following the assessors brief and in line with the assessment criteria.

Successful completion of this element will allow you to move on to element four

Enclosed Space – Element 4

This element is aimed at testing your confidence, agility and identification of claustrophobic tendencies. It will require you wearing a breathing apparatus facemask and full fire kit. You will have to negotiate a measured “crawl circuit” with clear vision. Once you have confidently negotiated this crawl way, you will be asked to retrace your steps in complete darkness. Applicants **MUST** complete this test within **1 minutes and 30 seconds**,



Successful completion of this element will allow you to move on to element five

Casualty Evacuation – Element 5

This is a physical test of upper and lower body strength and co-ordination. Guided by a safety officer, you will drag backwards a 60kg dummy along a distance of 30 metres around four cones. You must achieve this within **35 seconds**.



Successful completion of this element will allow you to move on to element six

Equipment Assembly – Element 6

This is a test **manual dexterity** and your ability to **follow instructions**. You will be required to assemble and then disassemble a piece of equipment following a step-by-step guide, written instructions and the pictorial diagrams provided. You must achieve this following the instructions within a specified time.



Successful completion of this element will allow you to move on to stage five

Full instruction is given on the day and you will be given protective clothing to wear.

Comfortable training gear and suitable trainers must be provide by yourself.

All the Information and/or data held appertaining to unsuccessful candidates for a particular firefighter selection process will be stored within HRD's secure database for a period of six months. After which all applicable information/data will be deleted and no longer accessible.

You have the right to request access to your personal data. This is commonly known as a data subject access request (“DSAR”). This enables you to know what personal information we hold about you and to check that we are lawfully processing it. If you wish to exercise this right please email your request to humanresources.recruitment@gibraltar.gov.gi. clearly identifying that the subject of the email is a DSAR, or

Stage 5 – Interview

This will be your opportunity to show to the interview panel how your skills and attributes contribute to your suitability for the role of a Firefighter. You should use all the information available (such as the job description, essential and desirable criteria, information within our website) to prepare for the interview. You may need to provide real life experience/examples that demonstrate how you meet the PQAs criteria in line with the GFRS' core values. This is also an opportunity for you to ask us questions about the role or working for Gibraltar Fire and Rescue Service.

Suitability and progression from interview stage will allow you to move on to stage six

Stage 6 – Vetting

If selected, HM Government of Gibraltar's Human Resources Department will make all the relevant enquiries and background checks with the Royal Gibraltar Police to assess your suitability to join the Gibraltar Fire and Rescue Service.

Successful clearance will allow you to move on to stage seven

Stage 7 – GFRS Diver Medical Health Questionnaire.

The job specification and role of a firefighter at the GFRS requires you to carry out diver/diving rescues as well as continuous training in this field. Therefore, your formal offer of appointment will be subject to you completing a diver medical declaration. Failure to declare a medical condition or complete the diver medical declaration will invalidate the application and result in the revocation of the job offer.

IMPORTANT – FAILURE TO DECLARE A MEDICAL CONDITION WILL INVALIDATE YOUR APPLICATION AND REVOKE THE JOB OFFER

Successful completion of this will allow you to move on to stage eight.

Stage 8 - Medical Assessment

An appointment with a Medical Practitioner/Doctor will be arranged by HRD. During this assessment, you will have a medical examination and your medical history/information may be reviewed.

The Medical Practitioner/Doctor may refer you for further tests, medical assessments or seek specialist consultant advice, if necessary. The Medical Practitioner/Doctor will make their recommendations based on all the information available.

Important note: all personal medical information or test results are confidential and kept securely by the Health Authority and HRD. No personal medical details will be released without your prior, written consent, in line with the Data Protection Act 2004. The details are not made available to the Fire Service recruiting team, only the outcome (i.e. successful or unsuccessful at this Stage).

Successful medical clearance will allow you to move on to "Potential Firefighter Status".

3. TRAINING COURSE

Stage 9 - GFRS Induction Program

Once a formal offer of employment has been proposed and accepted, you will be officially employed with the Gibraltar Fire and Rescue Service as a “*Potential Firefighter*”.

Before you are enrolled at the UK training provider, you will be given an induction “taster” of the fire service and related activities.

Progressing to firefighter status and the development stage will be subject to you successfully completing the Firefighter Development and Foundation Programme (FFDP) in UK, as well as all the required training elements locally, i.e. Diving and Rope Rescue.

Before departing to UK, all the necessary arrangements will be made to kit you out and arrange all course logistics.

Stage 10 – Firefighter Development and Foundation Programme (FFDP)

Trainees attend an initial foundation course at an accredited UK training provider. There is a residential requirement for the duration of this course. This course will feature training in both job-related skills and knowledge-based training to develop basic core competence skills.

Education and training will form a significant part of your working career within the Service. This training along with your front line experience will help you develop and progress through your career against recognised goals.

The FFDP is physically demanding and requires good levels of stamina and upper body strength. You must ensure you maintain the required fitness levels to safely participate in this course.

You will be required to pass all elements of the FFDP before progressing onto further local training. Failure to pass this course will invalidate your contract with the GFRS and result in the revocation of the job offer/offer of appointment

Stage 11 – Local course

Once you have successfully completed the accredited FFDP at the UK training centre, you will be enrolled in a number of local courses. You will be required to pass all elements of the local training before being assigned to your respective watch. Working further to demonstrate your competence, eventually becoming a fully competent Firefighter.

Stage 12 - Development and Probationary Period

You will complete further training during your probationary period and employment with us. Your performance, attitude and aptitude to become, and perform the duties of a firefighter will be constantly monitored throughout your career. Failure to achieve any expected standards or unacceptable behaviour on your part will be notified to you in writing. You will be given every reasonable opportunity, assistance and guidance to rectify these shortfalls. Should the issues persist, your employment with the GFRS will be seriously considered, potentially leading to termination of appointment.

4. ONLINE AND SUPPORT INFORMATION

- For information on the Gibraltar Fire and Rescue Service, please visit our website:
<http://www.gibfire.gi>.
- About becoming a firefighter, meeting and understanding the Gibraltar Fire and Rescue Service's Core Values, visit: <https://gibfire.gi/about/our-core-values/>
- For video demonstrations about the practical tests, visit: <https://gibfire.gi/recruitment-selection/practical-tests/>
- Firefighter job vacancies - Official Government notices will be advertised in the local press.
- Alternatively, please visit the official notices within Her Majesty's Government of Gibraltar's website - <https://www.gibraltar.gov.gi/press/official-notices>

Useful links:

- Government of Gibraltar main website - <https://www.gibraltar.gov.gi/>
- Gibraltar Fire and Rescue Service - Facebook