



HEREFORD & WORCESTER  
**HWFR**  
FIRE AND RESCUE SERVICE



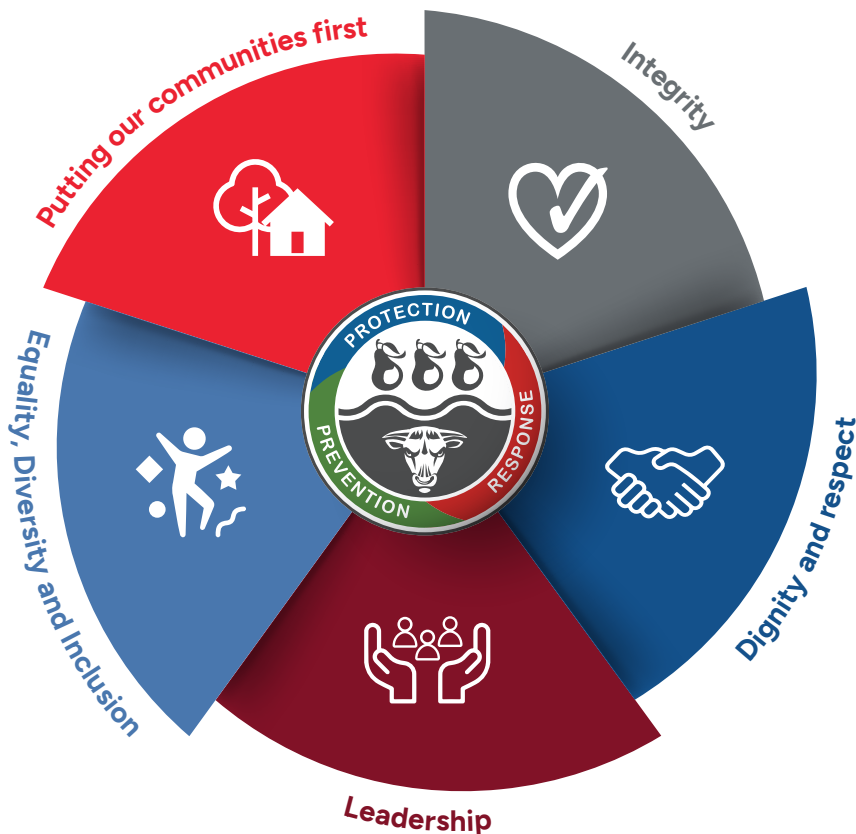
# Candidate Guidance - Supervisory Process



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**HWFR**  
FIRE AND RESCUE SERVICE

Thank you for your interest in becoming a supervisory manager within Hereford & Worcester Fire and Rescue Service (HWFRS). This guidance is designed to provide you with information about HWFRS, the application form and the selection process.

If you have any further questions, please contact our Recruitment team via email on [recruitment@hwfire.org.uk](mailto:recruitment@hwfire.org.uk)



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### **Putting our communities first**

We put the interest of the public, the community and service users first.

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### **Integrity**

We act with integrity including being open, honest and consistent in everything we do.

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### **Dignity and respect**

We make decisions objectively based on evidence, without discrimination or bias.

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### **Leadership**

As positive role models, we are accountable for everything we do and challenge all behaviour that falls short of the highest standards.

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### **Equality, Diversity and Inclusion**

We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations and celebrate difference.

# The Fire Service - A Brief History of the Fire Service

## About Us

HWFRS is a forward thinking and dynamic organisation providing local communities with sustainable, high quality firefighting, rescue and preventative services. HWFRS has locations stretching east to west from the Cotswolds to the mid-Wales border, and from the Wyre Forest National Nature Reserve in the north to the Wye Valley Area of Outstanding Natural Beauty (AONB) in the south – with the Malvern Hills AONB right at the heart of the two counties.

Our stations are crewed by a mix of Wholetime and On-Call firefighters, supported by Fire Control staff and Support Staff. We attend just over 6,500 incidents each year – more than 125 incidents every week – including property and countryside fires, RTCs and water and animal rescues, sometimes assisted by our USAR colleagues.



# Role Overview

We are seeking to appoint Crew and Watch Commanders who have excellent leadership skills, enthusiasm and a passion for achieving excellence. We are looking for individuals who will be committed to encouraging and promoting our Service values, as well as complying with the required standards of conduct.

Our supervisory management posts are based throughout our two counties of Herefordshire and Worcestershire. These posts include predominantly station-based roles. Our Service Headquarters, Hindlip Park, Worcester, WR3 8SP is a shared site with West Mercia Police, in a picturesque location boasting a historic 19th Century Manor house, modern office facilities and numerous staff amenities within beautiful landscaped gardens.

## Terms & Conditions

These are no less favourable than those enjoyed under the terms and conditions for Crew/Watch Managers as agreed by the National Joint Council Scheme of Conditions of Service (Grey Book, 6th Edition).

## Pay

The salary scale for a Crew or Watch Commander is in line with NJC Grey Book pay scales. On appointment, you will normally be placed on development rate of pay unless you can demonstrate that you have already achieved competence within the role.

## Annual Leave and Public Holidays

Your leave entitlement is as follows: 25 days Scale A, 5 days Scale B and 3 days Long Service Leave (where applicable). The public holiday entitlement is 8 public holidays each year and 2 Concessionary days.

## Politically Restricted

This post is deemed politically restricted in accordance with The Local Government and Housing Act 1989 (LGHA 1989).

## Additional Benefits

- A rewarding, varied career
- Annual CPD payment for maintaining competence
- A range of family friendly policies promoting work-life balance
- Training, development and career progression opportunities
- Flexible working patterns
- Access to gym facilities, and health and wellbeing services and advice
- Opportunities to work in a range of workplaces and locations across the two counties
- To be part of a Service that is committed to making a difference every day

# Hereford & Worcester Fire and Rescue Service

## General responsibilities

We expect all our employees to perform their duties in accordance with the provisions of the Equality Act 2010, Code of Conduct and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of all our employees to actively promote equality, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards others.

HWFRS is fully committed to meeting its duties under the Equality Act 2010. We value equality of opportunity and developing a workforce that reflects the diversity of our community. We encourage everyone who has the necessary skills and experience to apply.

## Safeguarding

Hereford & Worcester Fire and Rescue Service's recruitment and selection procedures reflect our commitment to safeguarding and promoting the welfare of Adults, Children and Young People. All staff and volunteers are expected to share this commitment.



# Key Dates

The Crew and Watch Commander selection process follows a number of stages. You must complete and be successful at each stage to progress to the next one. Here is a summary of the key stages of the process and an indicative timetable of events. These dates may be subject to change.

Applications open	6th January 2025
Closing Date	27th January 2025 (midday)
Shortlisting	w/c 3rd February 2025
Case Study & Role Play Assessments	w/c 24th February 2025
Interviews	w/c 10th & w/c 17th March 2025
Incident command assessment (if required)	TBC
Fitness test & medical (if required)	TBC

As you can appreciate, the scheduling of the selection process involves a great deal of resources. Please be advised that if you are unable to make the scheduled assessment dates, we may not be able to make alternative arrangements.

## Independent Scrutiny Panel

This is a competitive and transparent process which is scrutinised by an Independent Scrutiny Panel (ISP). The ISP is comprised of a cross-section of employees within the organisation who comply with an agreed terms of reference. The purpose of the ISP is to provide constructive challenge in relation to any aspect of the process, contributing to the compliance of our promotion principles and promoting a culture of fairness and trust.

## Eligibility to apply

In order to apply, you must meet the following criteria at the point of application:

- Be a UK Local Authority Wholetime or On-Call employee
- Be competent in the role at least one level below that to which you are applying
- Be eligible to live and work in the UK without restrictions
- Have had an appraisal in the last 12 months
- Not have any live formal disciplinary sanctions
- Not be in a formal capability process
- Be medically fit to undertake the role
- Hold a current driving licence and be eligible to drive within the UK

# Online Application form

To apply for this vacancy, you will need to complete an online application form, through West Midlands Employers (WMJobs). This is a public jobs website that the Service uses as our application portal. Registration is quick and easy and only requires your first name, surname and email address. By registering you will be able to save and re-visit your application. Registration can be done at the point of applying, by pressing the 'apply' button in the top right-hand corner of the advert. If you have previously applied for a job through WMJobs, you can login with your usual email address and password.

Once you have registered/logged in, you will be taken through to the application form, where you will need to complete all required sections.

Please note, if you are interested in both the Crew and Watch Commander vacancies, you will need to complete two separate applications: following the appropriate advert page and apply link. Whilst the application form structure, and selection elements, for both roles are the same, they are measured against different management levels.

## **Step 1: Profile Builder**

You should provide your personal information on the application form. All communications during the recruitment process will be sent to the email address provided by you on your application form, so please ensure this is accurate.

Our application form will ask for the following personal information:

- Name
- Contact details
- Address

On this first page, there is a 'Personal

Summary' free text box – this is not mandatory to fill in, and is not part of the core application form that is marked. This is a box that can be used as part of your own profile in the system, which will stay the same when you apply for other jobs through WM Jobs – a type of introduction to your application form. The content of this box is not used within the shortlisting process.

## **Step 2: Questionnaire**

In the first part of this section you will be asked to confirm you meet the eligibility criteria for the role you are applying to. If you do not meet these eligibility criteria, please do not apply, as your application cannot be accepted. We also ask you to confirm your current Fire Service employer, and your current operational role.

## **Application upload**

For this section, you will need to complete a relevant word template document attached to the Crew or Watch commander advert:

Application Form Supporting Information\_  
CC\_2025

**Or**

Application Form Supporting Information\_  
WC\_2025

Then upload the file to the online application form once completed. We recommend you work on this upload document offline, saving a local copy, and spend time making sure you are happy with the content you are writing into this.

Within the upload document there are a number of sections to complete:

# Online Application form

## **Section 1 - Employment history**

Please provide details of your employment history starting with your most recent employment and work backwards ensuring that all periods of time (including gaps in employment history) are accounted for. Gaps may include unemployment, raising a family, time spent abroad, etc.

## **Section 2 – Qualifications & Courses**

Education - Please provide details of your education history starting with your current or most recent education.

Memberships of relevant professional bodies - Please provide details of any memberships you have with any organisation which may be relevant to this post.

Training - Please provide details of any relevant training, qualifications and learning and development starting with your current or most recent.

## **Section 3 - Supporting Information**

Please provide any other evidence to support your application, carefully matching your skills and experience to the criteria in the person specification of the job description e.g. evidence of continued relevant professional development. Ensure you have read the job description and person specification before completing this section. The word limit for this section is 750 words.

Applications must be completed accurately and honestly, and you are encouraged to read all instructions carefully to ensure you fully understand what you are being asked to do. You are reminded that only the information provided on the application form will be taken into account during the shortlisting process.

Any false, misleading or inaccurate information in connection with your application may result in you being withdrawn from the process, the withdrawal of any offer of employment that may be made or formal

disciplinary action if you have already been appointed.

## **Reasonable adjustments**

The Equality Act 2010 prohibits discrimination, victimisation or harassment in employment including recruitment activity. Please indicate whether you consider yourself to have a disability that you wish us to know about at this stage. If you require any reasonable adjustments that you feel need to be considered to assist you with the process, for example, dyslexia, please indicate here.

Reasonable adjustments will be based on identified need rather than personal preference and therefore, you will be asked to provide us with diagnostic evidence to confirm the reasonable adjustments you require. This might include a GP or specialist's letter or a diagnostic report by a suitably qualified assessor.

## **Declaration of offences**

If you have a record of an offence, this will not necessarily preclude you from applying as all applications are considered strictly on their merit. However, you are required to declare any offence for which the conviction is not yet spent under the Rehabilitation of Offenders Act 1974. You are advised to declare any charges that are pending; subsequent conviction could lead to you being discharged from the Service. This includes any offences dealt with by a court of law, HM Services disciplinary procedures and any driving offences.

Please visit the Ministry of Justice's website for more information on the Rehabilitation of Offenders Act 1974 and for general guidance on rehabilitation periods:

<http://www.justice.gov.uk/offenders/rehabilitation-of-offenders-act>.



## Online Application form

Any information given will be treated as confidential. Failure to disclose may result in you being withdrawn from the process, the withdrawal of any offer of employment that may have been made or dismissal if you are appointed.

### **Application Declaration**

You are required to answer these questions regarding any current or previous UK Fire & Rescue Service employment. We also ask you to declare that the information you are providing is true to the best of your knowledge.

### **Step 3: Equality Monitoring**

We will provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

This information will help us to ensure that our recruitment process is fair by allowing us to identify and eliminate discrimination. It will also help us to assess the success of our processes by monitoring job applications. We would therefore be grateful if you would complete the questions in this section. All information will be treated in confidence and will not be seen by staff directly involved in appointment. The questionnaire will be detached from your application form, recorded separately and used only to provide statistics for monitoring purposes.

### **Technical Support**

Should you require any support with the WMJobs website, your user account or your in-progress application email [recruitment@hwfire.org.uk](mailto:recruitment@hwfire.org.uk).

Alternatively, WMJobs have a technical support team which can be contacted via <https://www.wmjobs.co.uk/contact-us/>



## Shortlisting

Shortlisting will be undertaken by a panel that will objectively assess each application against the person specification.

Candidates will only be shortlisted using the details in the application form. Those applications that meet the minimum standard will progress to the next stage of the process. The Service reserves the right to apply an additional sift to reduce candidate numbers if necessary. The scores from the application stage will also be considered alongside later stages of the selection process.

We are committed to equal opportunity for all. As part of our shortlisting process, we remove

candidates' personal details prior to issuing the shortlisting packs to the shortlisting panel. This includes information directly related to any protected characteristics as defined by the Equality Act 2010 and seeks as far as possible to remove information that may indirectly identify any of these characteristics.

You will be informed via email if you are shortlisted with information on the next steps.



## Selection Stage

This stage will consist of a case study, a role play, and an interview.

### Case Study and Role Play

These two exercises will be independently assessed against the Leadership Framework. This stage of the process will be held on a separate date to the interview day. Further information will be given to candidates who reach this stage.

### Interview

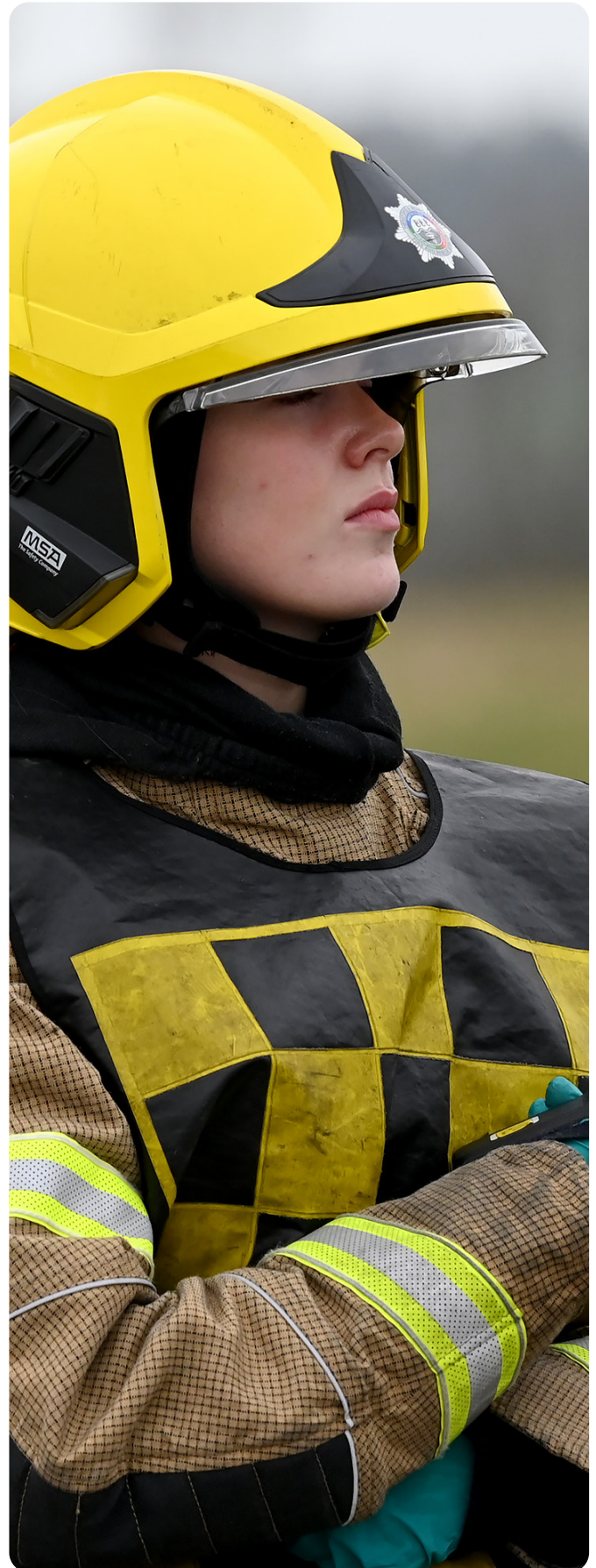
The interview will explore your skills, knowledge and understanding in relation to the role. We are committed to equal opportunity for all. As part of our interview process, we remove all candidates' personal details prior to issuing the interview packs to the interview panel. This includes information directly related to any protected characteristics as defined by the Equality Act 2010, and seeks as far as possible to remove information that may indirectly identify any of these characteristics.

You must bring photographic identification with you to verify your identity on the day.

### Confirmation of right to work in the UK without restrictions

Anyone who is not already employed by HWFRS must demonstrate that they are eligible to live and work in the UK without restrictions. Documented evidence of your eligibility will be requested as part of the selection process, and this will be checked and verified before any offer of employment is made. As well as checking that you have a right to work in the UK, we will also seek to verify your identity by requesting to view an official document bearing your photograph (e.g. passport or driving licence) and an original document providing your current address.

Full information on the types of documentary evidence that will be accepted, can be found here: <https://www.gov.uk/government/publications/right-to-work-checklist>



# Offer and Pre-employment Checks

## **Fitness Test**

This is an assessment of VO2 max designed to assess whether or not you meet the required fitness levels to meet operational requirements. Candidates will be exempt from this stage, should they already hold an appropriate in date HWFRS fitness test pass.

## **Sizing for uniform and kit**

Successful candidates will attend for sizing if required. Further details will be issued to individuals directly.

## **Medical**

The medical assessment will examine your general health and fitness against the required standard. Medical information is strictly confidential to our health assessment professionals. They will identify and discuss any medical conditions that may affect a candidate's ability to undertake the role. In some cases, further information may be required from a GP.

Candidates will be exempt from this stage, should they already hold an appropriate in date HWFRS medical assessment pass.

## **Incident Command Assessment**

Candidates who are successful at the process, who do not hold a HWFRS Level 1 Incident Command Assessment pass, may be required to successfully complete this assessment prior to a contract being issued.

## **Selection outcomes**

Scores from throughout the selection process will be accumulated and success determined by meeting the required standard. Candidates will be ranked in order according to performance.

Candidates who are successful in the process but not appointed into vacant positions may be held within a pool to fill future vacancies for up to 2 years. HWFRS reserves the right to appoint and transfer individuals into alternative

posts in order to meet the strategic objectives of the organisation.

Candidates will be deemed unsuccessful if they do not meet the required standard. All candidates will be offered feedback upon request at the conclusion of the process.

# Offer and Pre-employment Checks

If you are successful, you will be issued with a conditional offer of employment subject to pre-employment checks such as references; right to work status; employment history; academic qualifications; a social media screening check; and an enhanced level DBS check.

## Development Programme

Successful candidates will undertake a development programme specific to the role as appropriate.

## Keeping in touch

All communications during the process will be sent to the email address provided by you on your application form so please check this is correct when completing your application form. Please ensure you keep your contact details updated and that you regularly check your email account and spam folder. You are advised not to change your email address during the recruitment process to ensure we can communicate with you effectively. We cannot be held responsible for any changes you make that result in communication not being received by you.

## Contacts

If you have any questions regarding the process or the Crew or Watch Commander roles, please contact:

- Group Commander Amy Bailey (abailey@hwfire.org.uk / 07810 656108)
- Group Commander Adrian Farmer (afarmer@hwfire.org.uk / 07833 047732)

## Recruitment

recruitment@hwfire.org.uk  
(Mon-Thur 9-5, Fri 9-4)  
01905 368490

Good luck with your application!





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