# TERMS & CONDITIONS

Job Title: Fire Prevention Officer

One full time 37 hour full time post and one part time 18.5 hour post.

You will be based at Leeds District Office and be required to work and be based in various locations in the West Yorkshire region dependent on organisational requirements. If you travel from your home to a work location, whatever the means of transport used, even if the Authority provides it, will be regarded as commencing your working time on reaching your work destination. You will be deemed to have finished your working time on leaving your last work site.

Salary is Grade 3: £25,979 to £26,873 by 2 annual increments for a full time post.

The salary for the 18.5 hours post is £12,989.50 to £13,436.50 by 2 annual increments. Salaries paid 4 weekly by credit transfer to bank or building society.

Hours – 37 per week for the full time post or 18.5 hours per week for the part time post.

The normal working week is 37 hours from Monday to Friday with a minimum  break of 20 minutes. Your actual hours of duty will be as agreed between the employee and manager, in line with the flexible working policy (which allows employees to accrue time and take flexi leave) and subject to the exigencies of the service.

Special Conditions/Exclusions and Hours of Employment

In addition to the above flexible scheme of hours this post excludes This post excludes the following provisions of National and/or Local Conditions of Service which shall therefore not apply to this post:

Part 3, paragraphs 2.3, 2.6, 2.7 of the National Conditions of Service which refer to the hours of work and rates of pay and Part 1, paragraph 3 of the Local Conditions of Service which specify the working week and hours of work. the following Special Conditions which apply different conditions of employment to those set out in National / Local Conditions of Service relating to working hours, rates of pay and, other arrangements will apply to your contract of employment:

A 37 hour or 18.5 hour week is in operation and flexibility will be permitted in accordance with the scheme of flexible working hours. You will generally work between the hours of 0800 to 1800 hours, Monday to Friday. However, you will be required to work such other hours as are necessary for the execution of your duties. Enhanced overtime payments and time off in lieu will only be made in line with National Conditions of Service for short notice overtime where management have provided less than 4 weeks’ notice and you have an average working week of more than 37 hours. Where a minimum of 4 weeks’ notice has been provided there will be no enhancement for working overtime on evenings, weekends and public holidays; should any working week average more than 37 hours, you will be entitled to time off in lieu (to be agreed between yourself and your Line Manager) on an hour for hour basis.

Leave entitlement, if working 5 days per week the full year’s entitlement will be 23 days annual leave – plus any statutory public holidays that may fall. The point to note is that when you reach scale point 12 of Grade 3, your annual leave will increase to 24 days annual leave (an extra day). Annual leave rises to 29 after 5 years. Working less than 5 days per week this leave will be pro- rated accordingly.

Automatically join Local Government Pension Scheme - unless opt out, further information will be given with contract of employment.

The position is subject to a 6 months probationary period, this is time to settle in and establish suitability for the post. We obtain reports from Line manager after 3 months and again after 51/2 months. If any problems are identified, guidance will be given. Probation may be extended. However if problems cannot be resolved, we reserve the right to terminate the contract. After the end of the probationary period appointment will be confirmed and then subject to normal ongoing capability monitoring.

We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs.

Training includes Diversity for Everyone, Manual Handling and Working Safely within the first three months of service.

No smoking on any Authority premises and vehicles.

Free onsite parking.

There are sports and social facilities available such as gym/fitness equipment at HQ and most stations; various social sections such as a walking section, scuba diving section; discounts on things such as annual travel insurance.

Please note, if you have been employed as an Operational Firefighter, and are in receipt of a Firefighter’s pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement – further details can be provided on request. It’s also worth noting that you may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

During the recruitment process, in line with present Authority policy, it may be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer.

The postholder will be required to wear a uniform and hold a current and full valid driving licence.

You will be required to give permission for this Authority to check your driving licence entitlement and any restrictions. You should note that this may have a bearing on your application.

The post is subject to receipt of satisfactory references, medical screening, enhanced Disclosure & Barring check and completion of Baseline Personnel Security Standard checks.