**Talent Pipeline – Full Time and On Call Crew Manager and Watch Manager Recruitment Process**

**2022**

In order to ensure a ready supply of operational Watch Managers and Crew Managers for both temporary and permanent promotion, this process has been further developed based on a review, reflection and feedback from all stakeholders including candidates from the 2021 process.

For operational Firefighters, Crew Managers and Watch Managers seeking to gain promotion and be appointed to permanent operational Crew Manager and Watch Manager positions, the process will be as follows;

In the first instance, before any applications for promotion can be made, all applicants must have;

1. An IDP (Individual Development Plan); this must be evidenced as ongoing prior to application and signed off by line manager.
2. A current PDR (Performance Development Review)
3. Evidence of competence against the role specific training outline in their existing role
4. Evidence of competence of all training requirements detailed in the person specification for their existing role (PDR pro account is up to date – (a printout of the summary will suffice)
5. Evidence of incident command competence and experience / riding in charge of a fire engine (WM process)
6. Successful completion of Phase A of Incident Command Level 1 Development Pathway (workbook) as a minimum, (CM Process).
7. Evidence that they meet the pre-requisite (essential criteria) of the role they are applying for and any other criteria contained within the advert
8. A current fitness test pass is in date at the point of application\*
9. No outstanding disciplinary or performance sanctions\*

*\*These will be verified by HR*

Full Time Firefighters who are also On-Call at a CM or WM role will be able to apply for promotion by evidencing their highest role competency as above. This is likely to be extremely rare but will be allowed should it arise.

If an individual who is already at the required role level (and competent against the role specific training outline for their role) wishes to apply for a specialist role they should submit a transfer request for consideration. Where there is more than one applicant for a specialist role they will be considered alongside other appointable candidates from the pipeline process and the successful candidate(s) will be selected based on the best fit for that particular specialism through the completion of a skills matrix.

**The Process for all CM and WM roles**

**Application Process and Guidance**

The advert inviting applications, job specification, job description and recruitment process will be published via Siren for Operational and Specialist Crew Managers and Watch Managers. Externally the advert will be advertised on the following websites:  HFRS, NFCC, WFS and shared with AFSA.

Applications must be completed via the Per 34 Application Form and signed off by the applicant’s direct line manager and then countersigned by a senior manager. For example, for a Crew Manager, this would be the Watch Manager and Station Manager; for a Watch Manager, this would be the Station Manager and Group Manager. By endorsing the application, both managers must confirm that the applicant meets the development criteria (a) to (h) above. Supporting comments must be made by both relevant mangers.

**It is the applicants’ responsibility to ensure that the application and all required documentation is submitted by the specified closing date.**

There will be a minimum window of 21 calendar days for employees to submit their completed application which must include all the required documentation. Applications that are incomplete, late, not signed by both relevant managers or not sent to the nominated recipient will not be considered.

It is the responsibility of the individual to ensure that all documentation is submitted within the required time frame at each stage of the application and recruitment process.

This process will allow for permanent and temporary promotion to Crew and Watch Manager posts.

Applicants for CM must be competent FFs who have successfully completed their 3 year FF Development Programme. Applicants for WM must be competent substantive CMs or existing substantive WMs seeking specialist roles.

All applicants must be existing FT or On Call Operational Grey Book employees who meet the core skills for the role as detailed in the (CM, WM) specification.

* Applicants also need to be competent / up to date with the training requirements for the person specification, e.g.
* Incident Command: competent and comprehensive ICL1 experience for WM pipeline and successful completion of Phase A of Incident Command Level 1 Development Pathway (workbook) as a minimum for CM pipeline.

* CM - Hold or working towards\* IFE Level 3 Certificate in Fire Science, Operations, Fire Safety and Management Unit 2: Fire Operations
* WM - Hold or working towards\* IFE Level 3 Certificate Fire Service Operations and Incident Command (L3D6)

(The WM Operations and Incident Command exam (L3D6) can be used for CM pipeline compliance.)

* IOSH Working Safely

\* Working towards means evidence of previous recent attempts to pass the relevant exam and/or a current pending application. Proof of successful completion of/or working towards relevant exams must be provided to HR on request.

Applications will be accepted from competent substantive dual role operational staff who hold the necessary higher level of competency as an On-Call firefighter to qualify for meeting the specification detailed above (a – i).

**Sifting Process**

In the first instance, line managers and senior managers will need to assess whether or not the applicant meets the criteria (a) – (h) above. If the applicant does meet the criteria, the application should be signed off with appropriate additional comments and returned to the applicant so that they may submit it. If the applicant does not meet the criteria, the senior manager should speak to the applicant directly, note on the application form where the criteria is not met and send the form to their HRSP.

A sift will take place of all applications by a panel consisting of one HRSP, one OD specialist and one SM to ensure consistency.

This panel will also review any applications that have not been endorsed by the senior managers as not meeting the required development criteria for consistency and fairness.

Local managers (SMs and GMs) will be responsible for providing feedback on unsuccessful application forms. Feedback will not be provided by the HR Team or the sifting panel.

**Recruitment Process**

The recruitment process for operational Crew Managers and Watch Managers will be a two-part process as follows.

**Part 1**

1. Written report – 1000 words – specific subject identified at the time of advert submitted 1 week before the interview – to be summarised verbally for 5 mins at the start of the interview. A template report will be provided.
2. Presentation – 20 minutes power point (or similar media) presentation on a specific subject identified at the time of advert submitted 1 week before the interview.
3. Interview – 6 questions based on competency/behaviour, experience and skill set for role.

**Through the interview stages notes will be taken and the panel members will moderate the results through a recruitment scoring mechanism.**

**Part 2**

1. Incident Command measurement; either:
2. – the candidate already has the required level of Incident Command certification, and is fully maintaining their competence
3. – as a minimum the candidate must have completed Phase 1 of the Incident Command Development Pathway for Level 1 (Workbook)

**Scoring**

**Part 1**

All interviews will contain 6 questions, scored at a maximum of 5 points each.

The presentation will attract a maximum of 15 points.

The written report will attract a maximum of 15 points.

Total possible score will be 60 – the ‘appointable score’ will be 35.

**Appointable Candidates** will be those scoring 35 and above – i.e. can be offered substantive promotion providing there are opportunities available within the 24-month pipeline duration period.

**Appointable on a temporary basis only** Candidates that score 26-34 - can be offered IDPs and temporary opportunities (maximum 6 months duration) – providing there are opportunities available within the 24-month pipeline duration period.

**Unsuccessful** - candidates that score 25 and below will be supported to work on their development needs via on job learning and through PDR processes and encouraged to apply again at the next pipeline intake

**Panel Composition**

The selection panels for interviews will consist of the following;

**Crew manager**

A combination of two of the following: Watch Managers Station managers, Fire staff and in addition to these two panel members, 1 x HR representative.

At least one panel member will have completed the recruitment and selection training.

**Watch Manager**

A combination of two of the following; Station Managers or Fire staff and in addition to these two panel members, 1 x HR representative.

At least one panel member will have completed the recruitment and selection training.

**Assessment methodology**

All panel members will be trained in appropriate and consistent assessment methodology based on ORCE (Observe, Record, Classify, Evaluate) principles.

**Data Collection**

All application and selection data will be collected and reviewed to ensure a fair process and to identify areas where additional support may be necessary.

**Decision Process**

The outcome of this assessment process will be:

1. Appointable – scoring 35 and above
2. Appointable on a temporary basis only – scoring 26 – 34 (max 6 months)
3. Unsuccessful – scoring 25 and below

**There will be no appeal mechanism for candidates to appeal their assessment score.**

All appointable candidates will be listed in order of those who scored the highest number of points during the assessment process.

**Part 2**

Candidates who have achieved the required standard in interview stage will be required to: either;

1. undertake an incident command test which will be a pass or fail

or

1. evidence their successful completion of the relevant ‘in ticket’ level of IC certification

Once either of these elements are proven, all applicants achieving an appointable score of 35 or above will be required to satisfy a further practical assessment. This will prove competent and safe performance when supervising a standard development session and a simulated incident command scenario. Both of these elements must be undertaken prior to offer of a permanent position.

Securing a permanent position is also subject to the individual achieving the required IFE exams commensurate with their level. It is, therefore, recommended that anybody seeking promotion should complete these examinations prior to application to a pipeline process. Further guidance is contained withing the Institution of Fire Engineers (IFE) Guidance document on the Organisational Development Page of the [intranet](https://humbersidefire.sharepoint.com/sites/OrganisationalDevelopment2/SitePages/Institute-of-Fire-Engineers-(IFE).aspx).

As permanent CM and WM positions become available at the transfer and postings meetings (including all operational and specialist day duty roles), the remaining candidates on the appointable list will be offered the substantive promotion opportunity in order of the highest-ranking scores during the 24 month pipeline duration period.

Temporary promotions will also be offered in the same way.

Any candidate refusing an offer of substantive promotion at the location of the available vacancy will be moved to the bottom of the appointable list irrespective of their original score/place in the ranked order. – the Service, through the Transfers & Postings Chair, Head of HR and HR Service partner will consider adjustments to this based on flexible working requests, geographical challenges and any Service needs/requirements at the time.

If an appointable candidate is already carrying out a temporary promotion and a permanent vacancy becomes available elsewhere, and they are the next candidate on the appointable list, they will be offered the substantive promotion.

Once a candidate has been offered substantive promotion and accepted, they will be required to remain in their new post for a minimum of two years before they register any application for a transfer on the transfer lists.

The list of appointable candidates will remain live for 24 months only. This period will run from the date that individuals are notified that they are appointable. It is the responsibility of all appointable candidates to maintain their competency throughout the whole 24-month period.

Removal from the appointable list will arise in the following circumstances: Should any appointable candidate lapse in their competency or be subject to any disciplinary or poor performance related issues whilst they are on the list of appointable candidates, they will be removed from the list until the matter is resolved or spent as long as this is within the 24 month period.

Should any appointable candidate be off work on long term sickness in excess of one month, they will remain on the appointable list in their score position until they return to work on full duties as long as this is within the 24 month period.

ALL appointable candidates who are still on the approved list after 24 months have elapsed will be removed from the list, regardless of personal circumstances. These candidates will need to apply again and undertake a further full selection process in the next round of the talent pipeline process if they still wish to be considered.

Being classed as ‘appointable’ does not guarantee the candidate will be substantively promoted if insufficient vacancies arise during the 24-month period or if they are not at work available to take up the vacant position\*. There will be no ‘carried over’ rights to promotion beyond the 24-month period.

\*An exception to the requirement for a candidate to be at work and available to take up the position will apply in cases where a candidate is absent from work by reason of pregnancy or maternity. In such circumstances, the candidate will be appointed as if she was at work and available to take up the vacant position and the role will be offered on a temporary basis to the next suitable candidate for the duration of the period of pregnancy or maternity after which time the replacement will return to his/her substantive post.

Where a candidate is not at work and available to take up the vacant position for a reason related to a disability, the Service will consider whether it would be reasonable for it to adjust its policy taking into account the operational needs of the Service and information available about the candidate’s condition. Any consideration of a candidate in this position must be undertaken with the support of the relevant HR Service Partner.

Candidates who are deemed to be unsuccessful will be offered feedback in order for them to develop IDPs with their current managers. Candidates who would like feedback will be expected to contact their HR Service Partner (HRSP) within 14 days of notification of their process result to arrange this feedback with the manager who conducted their interview.

No posts will be designated to any candidate during this process. The number of promotions to each role will depend upon Service need during the 24-month period following the selection process and cannot be predicted.