



**Northern Ireland
Fire & Rescue Service**

OUR BENEFITS PACKAGE



**INVESTORS
IN PEOPLE**



***Safer
Together***

OUR VALUES



COMMUNITY

We will welcome you into our work Community as the newest member of our team, understanding that we are all different with one shared goal.



IMPROVEMENT

We will see your addition to our team as an Improvement to the existing team and understand how this will allow us to maintain the high quality service we provide.



RESPECT

We will Respect that you are new to our team and will take time to understand how we work – please ask us as many questions as you need to help you along your journey.



INTEGRITY

We will value your personal Integrity and see that we can depend on you to deliver. To ensure you can deliver, we will provide you with the training and systems required.

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NIFRS employees have access to a great Benefits Package that includes:

Excellent Terms & Conditions

Pension Schemes

Flexible Working

Family-Friendly Policies

Career Development Opportunities

Health & Wellbeing Initiatives

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FAMILY FRIENDLY

MATERNITY LEAVE

As an employee you will have the option to access our generous Maternity Leave. For employees who have completed 1 year's service at the 11th week before the qualifying week and intending to return to work, Maternity Pay provisions are as follows:

- First 6 weeks at 90% of average weekly earnings, followed by
- 12 weeks at half pay of average weekly earnings plus the current rate of SMP (without deduction except by the extent to which combined pay and SMP exceeds full pay).
- 21 weeks at current rate of SMP.

For those who do not qualify for the enhanced maternity package due to length of service, they will be entitled to Statutory Maternity Pay providing they have been employed with NIFRS for a continuous period of 26 weeks ending with the qualifying week.

PATERNITY LEAVE

Statutory Paternity Pay is paid for a 1 or 2 week period. To qualify employees must have 26 weeks continuous service by the end of the qualifying week. Paternity must be taken in blocks of 1 or 2 weeks.

MATERNITY SUPPORT LEAVE

An employee who has been nominated by an expectant mother as her carer at or around the time of the birth of her child may be entitled to apply for Maternity Support Leave, where the mother has no other support network available at or around the time of the birth. Maternity Support Leave of 5 days paid leave may be granted for full-time employees and prorated for part-time employees.



SHARED PARENTAL LEAVE

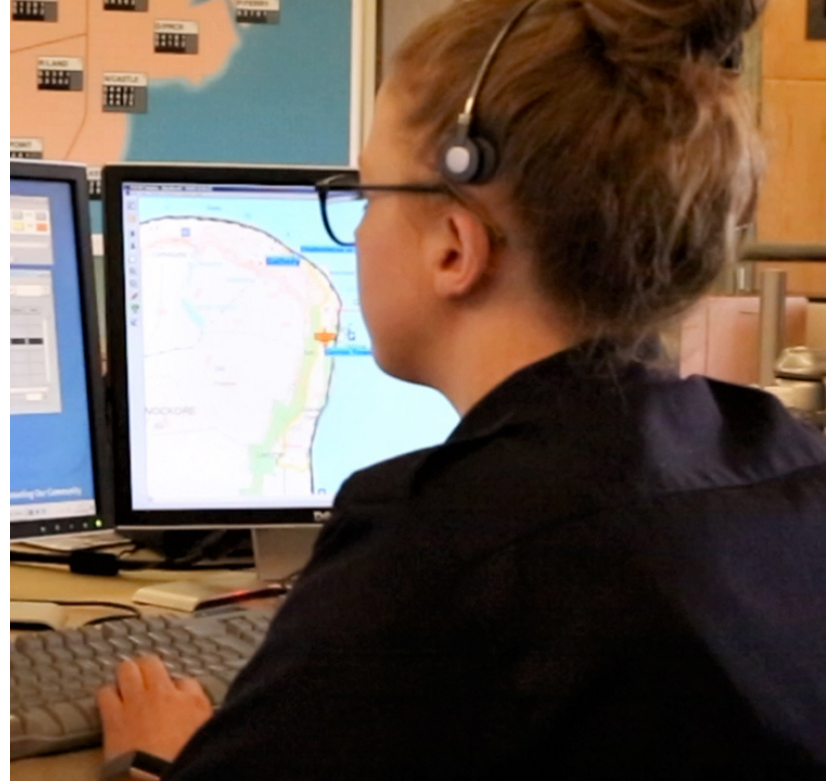
Shared Parental Leave enables eligible parents to choose how to share the care of their child during the first year after birth or adoption. Its purpose is to give parents more flexibility in considering how to best care for, and bond with their child. Shared Parental Leave can be used by the mother/adopter and the father/spouse/partner of the child's mother/adopter. Eligible employees may be entitled to take up to 50 weeks Shared Parental Leave during the child's first year in the family.

ADOPTION LEAVE

Employees are entitled to up to 26 weeks ordinary adoption leave (OAL) followed immediately by up to 26 weeks additional adoption leave (AAL) – a total of up to 52 weeks leave. Statutory Adoption Pay is paid for 39 weeks and the remainder of the leave is unpaid.

TIME OFF TO ACCOMPANY MOTHERS TO ANTENATAL APPOINTMENTS

An employee or agency worker who meets the qualifying criteria has the right to unpaid time off in order to accompany the pregnant woman to antenatal appointments.



SPECIAL LEAVE

NIFRS seeks to respond to individual circumstances supportively and sensitively through the use of Special Leave. Special Leave, where approved, will ordinarily be on an unpaid basis. Special Leave with pay may also be granted up to a maximum of 10 days in any year, subject to the circumstances and the approval of the relevant Director. Special leave with pay will only ordinarily be considered in extenuating personal circumstances.

CAREER DEVELOPMENT OPPORTUNITIES

MANAGEMENT & LEADERSHIP DEVELOPMENT

A significant benefit that NIFRS offers is a continued commitment to supporting the development and progression of all employees across the Service to enable our workforce to maintain and consistently build upon the skills and competencies required to succeed in their employment with the organisation.

A range of Leadership Development opportunities are open to NIFRS employees at all levels across the Service to support leadership development, accountability, problem solving and team development. This helps to address the skills gaps throughout the organisation.

NIFRS strongly encourages our employees to take ownership of their own development and career pathways with consistent support, coaching and mentorship from our current team of leaders to aid them throughout their employment journey.

Our Leadership Development pathway has been aligned with the UK-wide National Fire Chiefs Council Leadership Framework which ultimately sets out the necessary behaviours and competencies at each level of leadership. This allows our employees to progress up a nationally recognised 'Leadership Ladder' to successfully achieve their career ambitions and goals.



CONTINUING PROFESSIONAL DEVELOPMENT

NIFRS employees will have ongoing opportunities to attend events, development sessions and seminars which will support their Continuing Professional Development. This allows our employees to maintain and develop their professional development, supports their productivity, allows for demonstrable aptitude and willingness to learn new skills, ensures their career focus and success at work and enables our workforce to easily adapt to the ever evolving world of work.

Our development opportunities are in line with the NIFRS People Strategy which aims to support an environment where employees take responsibility for their own progression and development.

INVESTORS IN PEOPLE

NIFRS is accredited by Investors in People (IIP). Investors in People is a standard for people management, offering accreditation to organisations that adhere to the Investors in People standard. The purpose of IIP is to help organisations succeed by realising and maximising the value of their people, supporting an agile, resilient and capable workforce for the future. Organisations that meet the IIP standard are awarded an accreditation which is recognised in the marketplace and within the Investors in People community.

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HEALTH & WELLBEING

HEALTH & WELLBEING ADVISORS

All employees have access to our Health & Wellbeing Dashboard on our NIFRS desktop where we share information for fitness programmes, gym inductions, newsletters, Health & Wellbeing topics.

NIFRS employees are offered Health & Wellbeing support by our Health & Wellbeing Advisors, who deliver fitness programmes, organise health promotion days and educate on Health & Wellbeing topics. Operational personnel receive additional support through fitness assessments, personalised programmes and one to one coaching if required, to achieve the National Fitness Standard.

OCCUPATIONAL HEALTH & WELLBEING

Our Occupational Health & Wellbeing Team perform a variety of roles to help promote and maintain your health and wellbeing in the workplace. Our Health & Wellbeing Dashboard is accessible via all NIFRS PCs.

ONSITE GYM ACCESS

All NIFRS sites have gyms which can be accessed by employees throughout the day. Speak to your line manager for further information.

SPORTS LEAVE

Sports Leave is offered to employees who are taking part in NIFRS Sports Teams affiliated with Fire Service Sports & Athletics Association. Sports Leave with pay will be granted for this purpose, provided there is no impact on minimum crewing levels. Time off for 'Home' matches will be granted for the competition time, and reasonable travel time to the venue, only. Time off for 'Away' matches will be granted for the shift beginning on the day of the competition only.

NIFRS SPORTS ASSOCIATION

The NIFRS Sports Association has been in existence for decades, and has always acted as a valuable channel for members of our organisation to stay connected with their work colleagues but in a sporting arena. Promoting mental health and encouraging our members to stay actively fit, a core value of our Association. We are affiliated with the National UK Fire Service body 'Firesport UK' and this allows our organisation to represent the Service across a range of sports, including Soccer, Gaelic, Rugby, Golf, Cycling, Sailing, Windsurfing, Hillwalking and other sporting activities.



INSPIRE WORKPLACES

Inspire Workplaces is a leading provider of workplace wellbeing solutions across the UK and Ireland. It is an award winning social enterprise, promoting positive mental wellbeing and resilience throughout workplaces. Help can be accessed through Inspire Workplaces, 24 hours a day, 7 days a week, 365 days a year.

STRESS POLICY

The Northern Ireland Fire & Rescue Service is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. A Stress Policy is in place to help reduce and manage stress. This can be accessed through the Health & Wellbeing Dashboard.



CRITICAL INCIDENT STRESS MANAGEMENT (CISM)

Operational and Regional Control Centre (RCC) employees regularly encounter incidents which may be defined as 'Critical Incidents'. Support staff may also encounter these events in their personal lives. Such incidents can cause traumatic stress to those involved and NIFRS is committed to ensuring that such employees receive the support required through Critical Incident Stress Management (CISM). Highly trained officers provide support through Crisis Management/Demobilisation, Defusing and Debriefing. Specialist counselling is also available through Inspire Workplaces. For more information, contact Occupational Health & Wellbeing.





EARLY INTERVENTIONS

Early interventions can be recommended by the Occupational Health Physicians through the Occupational Health & Wellbeing Team. These are available to all employees who may require physiotherapy or a specialist medical appointment. NIFRS can in certain circumstances expedite these appointments to allow employees to be diagnosed early and return to work quicker. Certain conditions apply to the scheme. For more information, contact the Occupational Health & Wellbeing Team.

PHASED RETURN/MODIFIED DUTIES

Phased return or modified duties can be considered to facilitate recovery from sickness or injury. When personnel are on sick leave, the Occupational Health Physician may consider the feasibility and the therapeutic benefits of modified duties or a phased return to work. This allows personnel to return work sooner to either to a modified role or an agreed phased return to aid recovery. This will be recommended by the Occupational Health Physician and agreed by the line manager. Further information is available from the Occupational Health & Wellbeing team.

FLEXIBLE WORKING

FLEXIBLE WORKING OPTIONS

Flexible Working covers a variety of different options available that aim to help our staff to achieve a balance between work and home life. Options you can explore include: job sharing, part-time working, voluntary reduced working time, compressed hours, summer term time working, personalised hours, phased returns to work after sick leave and maternity leave and flexi-time. We also have a Flexible Working Policy.

CAREER BREAK

Employees are eligible to apply for a career break on the following grounds; to care for sick/dependant relatives, to care for children, to accompany a partner who has been seconded in their job, to undertake training which could contribute to their NIFRS career, visiting relatives overseas or any other substantial reason approved by the Chief Fire & Rescue Officer.

OTHER LEAVE

NIFRS recognises that employees will often have to balance work commitments with home life commitments. There are various forms of leave which can assist in providing the correct balance for employees. For more information please speak to your line manager.



CELEBRATING OUR PEOPLE

ANNUAL EMPLOYEE AWARDS

Our Annual Employee Awards recognise exceptional performance and demonstration of our corporate values across the Service. Information on the awards is communicated annually.

LONG SERVICE & GOOD CONDUCT MEDALS

NIFRS believes that all employees should be recognised for Long Service and Good Conduct in line with organisational values. Long Service and Good Conduct medals will be issued at the Annual Employee Awards ceremony to those with 20 years continuous Service. Other Long Service awards are also awarded.

RECOGNITION ON RETIREMENT

Employees who retire after a minimum of 20 years Service will receive a certificate from the Chief Fire & Rescue Officer presented in person by them, or the Assistant Chief Fire & Rescue Officer.

RECOGNITION & EVENTS SHOWCASE

Recognition events are held throughout NIFRS, celebrating achievement for personal and professional development, which employees will have the opportunity to attend where it is applicable to their job role. Celebratory showcases will be arranged for certificate presentation.



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MY PAY & MY CONDITIONS

UNDERSTANDING MY SALARY

An important part of our working lives is making sure we understand our payslip. You can contact the Payroll Team with any queries about your salary.

PENSION

Support and Regional Controls Centre employees are eligible to join the NILGOSC Local Government Pension Scheme and Operational employees are eligible to join the Firefighters' Pension Scheme. Both schemes are Defined Benefit Schemes.

CONTACTING PAYROLL

If you have a query about your pay, you should first speak to your direct line manager. If your line manager is unable to solve your query, please contact the Payroll Team.

HMRC

Your tax is unique to you so it is important that you understand it. We have included a link to the HMRC website below.

www.gov.uk



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OTHER BENEFITS

ANNUAL LEAVE

For Support employees the Annual Leave year commences on 1 April and ends on 31 March. For Operational employees the Annual Leave year commences on 1 January and ends on 31 December. For Support employees, Annual Leave entitlement starts at 22 days up to a maximum of 33 days including Long Service Leave. Public Holiday entitlement is in addition to this. For Operational employees, Annual Leave entitlement starts at 26 days up to a maximum of 40 days including Long Service Leave. Public Holiday entitlement is in addition to this.

PUBLIC HOLIDAYS

Please speak to your line manager about Public Holidays for each calendar year.

For all other queries please contact:
nifrs.recruitment@nifrs.org

EMPLOYEE ENGAGEMENT SURVEY

NIFRS carry out surveys every 2 years to ensure employees have their say about working here. It provides an opportunity to express their own views and opinions on all aspects of their working life at NIFRS. The results will allow us to make improvements in our effort to be a great place to work for all.

TRADE UNIONS

You can join a Trade Union whether you are an Operational or Support employee. For more information please speak to a Union Representative.

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