



DORSET & WILTSHIRE FIRE AND RESCUE SERVICE

Postings Procedure

To be used in conjunction with the People Policy Statement

Employee Performance & Rewards

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1. Purpose & Definition

- 1.1. To ensure effective service delivery Dorset & Wiltshire Fire and Rescue Service (DWFRS) must:
 - have the right staff with the right skills in the right place
 - be able to utilise the skills of our workforce to meet Service delivery needs.
- 1.2. The [National Fire Chiefs' Council \(NFCC\) Recruitment Policy](#) (Sections 5.5 and 5.6) has been taken into consideration when writing this procedure.
- 1.3. This procedure supports the aims outlined in our [Community Safety Plan](#) and is aligned to the underpinning [Service Delivery Plan](#) which outlines the processes by which the Service ensures that it can meet its strategic workforce plans of having the right people, with the right skills, at the right time to deliver current and future Service priorities (see [DWFRS Plans and Reports](#)).
- 1.4. All Wholetime Duty System (WDS) members of staff have a contractual obligation to work anywhere within the area of Dorset & Wiltshire Fire Authority and the Service retains the right to exercise this mobility clause at any time.
- 1.5. This procedure applies to Wholetime Uniformed staff, On Call and Fire Control members of staff only.

2. Procedure Principles

- 2.1. The Postings Group is a sub-group of the Strategic Workforce Planning Group and has members from all Service units. It manages the process of substantive and temporary promotions and postings for WDS, On Call and Fire Control members of staff from Firefighter (FF) up to and including Watch Manager (WM). The [Postings Group Terms of Reference](#) outlines the purpose, scope and objectives of the Group.
- 2.2. Decisions regarding postings and promotions for roles at Station Manager (SM) and above are made by the Strategic Workforce Planning Group. [Refer to Workforce Planning and Establishment Controls](#) for further information.
- 2.3. The Service direction is that Staff are promoted to a different watch or station, including when the promotion is temporary.
- 2.4. The Postings Group meets Quarterly to decide on postings for temporary and permanent substantive vacancies at Watch Manager level and below. A Core Postings Group is convened as required outside of pre-arranged meeting dates to deal predominantly with urgent temporary gaps. Permanent substantive vacancies can be considered at these meetings in exceptional circumstances.
- 2.5. The Postings Group makes decisions on who should be posted into a role considering each eligible individual. If there are no eligible candidates or applicants for a temporary or substantive post, the Postings Group may commission an Expression of Interest (EOI) process to facilitate posting into a role. In some circumstances an EOI may be commissioned for specialist roles where there are specific technical skills and experience requirements.

- 2.6. Candidates considered for permanent substantive vacancies are taken from those:
- in the same role elsewhere and on the central transfer register
 - in the relevant Promotion Pool (who have been successful at the relevant promotion process and hold the relevant command competence/specialist skill set where necessary and are in date with the required eligibility). Please refer to section 2.11.2 where specialist roles are listed
 - in the relevant recruitment pool (for example, Transferability or Wholetime recruitment pools)
 - at risk of redundancy or redeployment.
- 2.7. For temporary promotions, the Postings Group will consider those in the temporary or substantive promotions pools (at the relevant role level) in the first instance. In some instances, individuals with transfer requests may also be considered for a temporary posting, but only if the move is feasible.
- 2.8. To support succession planning to specialist roles, once a preference is submitted, either through the Promotion Process or a Transfer Request, individuals will be required to have:
- reviewed the overview of the role/s preferenced with their Line Manager
 - liaised with the Group Manager/Department Lead/Station Manager for any role/s preferenced to review/discuss the expectations of the role and access to any required development or training needed to support the request.
- 2.9. Please refer to [Uniformed Promotion Procedure](#) for Crew and Watch Managers for specific information about how appointments are made in relation to substantive promotions and [Temporary Promotions & Acting Up](#) for temporary promotions. All decisions regarding appointments should be ratified by the Postings Group or Core Postings Group with rationale provided by the relevant Group Manager/Department Lead
- 2.10. Consideration will be given to offering substantive WDS posts to current DWFRS On-Call members of staff who are in a Promotion Pool in line with establishment controls.
- 2.11. **Postings into Specialist Roles**
- 2.11.1. The Postings Group co-ordinates the postings into and out of specialist WDS roles, in line with the terms and timescales outlined in the Wholetime Duty System Collective Agreement and the Signed Addendums to the Collective Agreement.
- 2.11.2. Vacancies that are part of a partnership arrangement may be advertised more widely, including through Partner Services. Eligibility for such roles will be assessed individually on a case-by-case basis.
- 2.11.3. In exceptional circumstances, where permanent postings need to take place outside of the scheduled meeting process they will be managed (using the same criteria) by the Chair of Postings Group and two Department Leads/Group Managers via the Core Postings Group. The Chair of the Postings Group may delegate a Group Manager to lead a Core Postings Group.
- 2.11.4. WDS members of staff can be posted to any role. The minimum duration of specialist postings (subject to the requirements of the Service) is:

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Role	Posting	Minimum Posting Period
Firefighter	New Recruits to any location Day Duty On-Call Recruitment Technical Rescue Service Improvement	Minimum three years
Crew Manager	New Recruits to any location Training Fire Safety/Protection On-Call Recruitment Technical Rescue Day Duty Service Improvement	Minimum three years
Watch Manager	New Recruits to any location Training Fire Safety/Protection On-Call Recruitment Technical Rescue Response Support Service Improvement Day Duty	Minimum three years

- 2.11.5. The above table advises the minimum period that individuals are required to stay in role and is subject to the needs of the Service. This does not prohibit the member of staff from being substantively posted or promoted out of a specialist role within the timeframes. There should also be no expectation of an immediate posting away from a specialist role on completion of the minimum posting period.
- 2.11.6. Specialist skillsets are transferable within the three-year minimum posting period i.e. within Training/Fire Safety/Protection or within Technical Rescue stations, if moving to a role where the same skill sets are required. If promoted within a specialist role, consideration will be given to minimum posting periods for staff holding specific skillsets in previous roles, for example, Crew Manager (CM) at a Technical Rescue station being promoted to Watch Manager (WM) at a Technical

Rescue station. Specialist skillsets are transferable between relevant stations/locations within the three-year duration.

2.12. The Transfer Register

- 2.12.1. The transfer register for WDS WM, CM and FF roles and Fire Control is held by Postings Group. It is a register of WDS and Fire Control members of staff who wish to change their substantive base post at their substantive level within their existing staff group.
- 2.12.2. The transfer register applies to WDS and Fire Control members of staff only. On-Call transfer requests to other On-Call stations are considered on a case-by-case basis, dependent on station requirements and availability. Please refer to [On-Call Recruitment Process](#) for further information.
- 2.12.3. Moves within station groups and Fire Control, to different colour watches or Day Duty Groups, are considered by the appropriate management team outside of the Postings Group.
- 2.12.4. Individuals need to discuss any transfer request with their Line Manager and submit a [Wholetime Duty System \(WDS\) Transfer Request Form](#). They should also discuss the expectations of the role(s) with the line manager of the roles that are being preferenced (reference 2.11.2). In some instances, due to the specific technical skills and experience requirements of the role, it may be necessary for roles to be advertised via an Expression of Interest (EOI) in addition to the Transfer register. There is no guarantee that a transfer request will be met. All requests are reviewed considering the needs of the Service.
- 2.12.5. To support succession planning to specialist roles, as detailed in section 2.11.2, once a preference is submitted individuals will be required to have:
 - reviewed the overview of the role/s preferenced with their Line Manager
 - liaised with the Group Manager/Station Manager/Department Lead for any role/s preferenced, to review/discuss the expectations of the role and access to any required development or training needed to support the request
 - liaised with the Technical Rescue Lead to attend a Technical Rescue aptitude test and Technical Rescue Operators course (due to the technical requirements of the posts at Technical Rescue stations). Substantive appointments from the transfer register are only considered where the Technical Rescue Operators Course has been successfully completed.
- 2.12.6. Transfer requests can be submitted at any time by a member of staff within a three-year minimum time restricted posting. All requests will be considered against a number of factors, including, but not limited to financial impact, crewing impact and transferable skills to the location preferenced. Firefighter (FF) transfer requests can only be submitted once all development has been completed.
- 2.12.7. Postings Group will consider welfare concerns that have been referred to Workforce Planning by HRPP's.
- 2.12.8. Transfer requests are reviewed at Postings Group Meetings. It is the responsibility of the applicant to ensure that their request and preferences are up to date.

- 2.12.9. Where posts become substantively vacant all transfer requests will be considered prior to reviewing the relevant Promotion Pools. The group considers:
- skill sets required in the vacant post
 - the needs of the Service.
- 2.12.10. Discussions are led by the appropriate Group Manager/Department Lead who confirms the decision and rationale to the individual.
- 2.12.11. The Service must be able to utilise the skills of the workforce to meet Service Delivery needs. Staff may be required to move from a wholetime watch to a different watch or station, within their contractual requirements, proactively and reactively as required.
- 2.12.12. If a substantive transfer offer is made, and declined, this role/location will be removed from the individual's preferences in the transfer register. In order for any transfer request to be reconsidered, a new [Wholetime Duty System \(WDS\) Transfer Request Form](#) will need to be submitted. The number of preferences candidates can submit is limited to four.
- 2.12.13. Transfer requests to station-based posts relate to Station only and not Watch or Day Duty Group.
- 2.12.14. Transfer requests at Station Manager level are monitored and managed by the Strategic Workforce Planning Group.
- 2.13. **Notification of Postings**
- 2.13.1. If a member of staff is posted within the same duty system, they will be notified verbally by their line manager before the start date in their new posting. This will be confirmed in writing by HR Employee Relations. Notification deadlines can be waived by mutual consent and consideration may be given to allowing a period of up to four weeks for the change in posting to come into effect to accommodate personal circumstances. This will be arranged in discussion with the relevant Group Manager.
- 2.13.2. If a member of staff is substantively promoted, they will be notified verbally within four weeks of the start date of the posting, and this will be confirmed in writing by HR Employee Relations. Notification timescales can be waived by mutual consent.
- 2.13.3. Any agreed postings must be confirmed by completion of form [Recruitment - Uniformed Staffing](#). It is the responsibility of the Station Manager receiving the member of staff to complete the form, with support from the Workforce Planning Advisor, and in discussion with the individual's current line manager. All postings for WDS members of staff are subject to the criteria detailed in [Annual Leave Wholetime Uniformed Staff](#).
- 2.13.4. On cessation of a career break, temporary promotion or secondment, members of staff have the right to return to their substantive role level. Where a temporary arrangement (to include career break or secondment) has exceeded the threshold as outlined in the relevant procedure, there will be no guarantee to return to a particular location and members of staff may be placed in an alternative substantive post at the same level. This will be discussed and agreed with the post holder prior to a change in base post.

- 2.13.5. Any concerns over Postings decisions must be raised with the member of staff's Line Manager and the appropriate Postings Group member for their area (Group Manager/Department Lead).

3. Responsibilities

3.1. All Members of Staff

- 3.1.1. When submitting a preference for specialist roles, in the Promotion Process or to the Transfer Register, the Staff Member must:
- have reviewed [Station Based and Non-Station Based Operational Roles](#) with their Line Manager
 - liaise with the Group Manager/Department Lead/Station Manager for any role/s preferred to review/discuss the expectations of the role and access to any required development or training needed to support the request

3.2. Line Managers

3.2.1. Line Managers will:

- ensure all Wholetime Duty System (WDS), On Call and Fire Control members of staff are aware of this procedure
- support staff development in terms of release from their current post and through the 1:1 Review process
- make recommendations about staff members' suitability through assessment processes and promotion processes

- 3.2.2. The [Recruitment - Uniformed Staffing Form](#) must be completed by the Station Manager/Department Lead accepting the Posting/Transfer with support from the Workforce Planning Advisor.

3.3. Area Manager Response

3.3.1. The Area Manager Response will:

- chair Postings Group or delegate the responsibility
- liaise with the Workforce Planning Officer and Operational Resourcing & Workforce Planning Manager regularly to review current establishment and succession planning
- review any requests for temporary promotions, with the Workforce Planning Officer, prior to Postings Group meetings and in liaison with the relevant Group Manager/Department Lead.

3.4. Workforce Planning Officer

3.4.1. The Workforce Planning Officer will:

- maintain records to assist the Postings Group
- review any requests for temporary promotions, with the Chair of Postings, prior to Postings Group meetings and in liaison with the relevant Group Manager/Department Lead
- monitor end dates and appointment timescales for temporary promotions, and postings and liaise with the relevant Group Manager/Department Lead and

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HRPP ensuring any impacts and backfill chains are considered across the Service and actioned as required

- ensure relevant information relating to Promotion Pools are available to the Postings Group as required
- support the succession planning strategy covering both modelling and planning.

3.4.2. The above information is used to inform posting processes in terms of:

- anticipated vacancies
- key role succession planning
- staff development for those in Promotion Pools
- attending Strategic Workforce Planning Meetings making sure the outcomes of workforce planning are used to identify future vacancies and inform resourcing plans (including forecasts for recruits, transferees)
- informing members of staff of the procedure for substantive and temporary vacancies
- confirming any postings or substantive promotions Service wide, ensuring the Staff Moves information is issued as appropriate
- co-ordinating with HR Employee Relations to ensure all notifications, contract documentation and payroll adjustments are made
- co-ordinating operational recruitment activities, as required, with the support of the Operational Resourcing Officer.

3.5. **Workforce Planning Advisor**

3.5.1. The Workforce Planning Advisor will:

- arrange, attend and minute meetings of the Posting Group and Strategic Workforce Planning Group
- monitor and share the central transfer register with meeting attendees before each Postings Group meeting, for reference
- support with the issuing of Staff Moves information
- support the Workforce Planning Officer with the maintenance of information and data required by the Postings Group
- support the Workforce Planning Officer with operational recruitment activities as required because of outcomes from Postings Group
- support managers with the creation of [Recruitment - Uniformed Staffing Form](#) following Postings Group and Core Postings Group meetings
- support managers with the creation of [Recruitment - Uniformed Staffing Form](#) to confirm locally agreed moves and outcomes of EOI's.

3.6. **Operational Resourcing & Workforce Planning Manager**

3.6.1. The Operational Resourcing & Workforce Planning Manager will:

- be a member of the Strategic Workforce Planning Group. Feed information from the Strategic Workforce Planning Group into the Posting Group (and vice versa)

- support the succession planning strategy which should be used to inform recruitment and promotion processes in terms of:
 - development and skills requirement
 - key role succession planning
 - staff development for those in Promotion Pools
 - provide support and guidance to the Workforce Planning Officer on procedure and process where required

3.7. **HR People Partners (HRPPs)**

3.7.1. HRPP's will:

- support local management teams with available options to support with succession and workforce planning
- support local management teams with the management of appointments and temporary postings/promotions. Liaising with the Workforce Planning Officer when required
- Support with the monitoring of temporary promotions within their specific area to ensure compliance with [Uniformed Promotions](#) relating to the development and progression of members of staff.

3.8. **Head of People Support**

3.8.1. The Head of People Support is a member of the Strategic Workforce Planning Group. They are to feed information from the Workforce Planning Group into the Posting Group (and vice versa).

3.9. **HR Employee Relations**

3.9.1. HR Employee Relations will:

- complete contractual documentation and payroll adjustments for temporary and substantive promotions and postings following the verbal notification from the relevant manager
- make sure members of staff are informed of their successful promotion in writing within four weeks of the start of the new post
- update HRMIS and associated systems.

3.10. **Group Managers/Department Leads**

3.10.1. Group Managers/Department Leads for Operations Blue Group, Operations Red Group, Operations White Group and Departments will:

- be members of the Postings Group
- identify the required skills/qualifications needed to support the established structure within their teams
- give advance notice of any anticipated vacancies in their areas for consideration at the next Postings Group
- liaise with the Workforce Planning Officer to co-ordinate start dates for all postings and promotions and ensure notifications to relevant departments are made ensuring that Line and Station Managers are updated

- monitor end dates for temporary promotions and postings
- verbally inform individuals selected for postings of the outcome of Postings Group meetings and, where appropriate, the reasons for decisions made
- ensure any outcomes from Postings Group are confirmed on a [Recruitment - Uniformed Staffing Form](#) by the relevant Group/Station Manager/Department Lead as required.

3.11. **Station Managers**

3.11.1. Station Managers will:

- support an individual's development in terms of release from their current post and through their 1:1 Reviews
- make recommendations about their members of staff suitability through the relevant Uniformed Promotion process. Refer to [Uniformed Promotion Procedure](#) for Crew and Watch Managers for more information
- notify all known or anticipated succession planning requirements regarding vacancies and skills for their teams to the relevant Group Manager/Department Lead
- agree posting dates in liaison with other managers and confirm outcomes on a [Recruitment - Uniformed Staffing Form](#)
- liaise with the individual regarding any leave requirements that would be in excess of the agreed leave slots.

3.12. **Strategic Workforce Planning Group**

- 3.12.1. The Strategic Workforce Planning Group ensures relevant information relating to succession planning and agreed structural changes are provided to the Workforce Planning Officer so that they can be taken into account and support the work of the Postings Group (with regard to recruitment, postings and skills gaps).

3.13. **Postings Group**

3.13.1. The Postings Group will:

- meet on a Quarterly basis
- work in accordance with the [Postings Group Terms of Reference](#)
- action the decisions of the Strategic Workforce Planning Group Meeting
- manage the selection process for vacant posts, where appropriate
- use workforce planning data to monitor the number of staff and predict vacancies
- consider transfer requests made by individuals
- take into account the results of promotion processes and the impact that the variety of operational and specialist roles has on Service Delivery to post individuals into appropriate roles
- allow members of staff up to four weeks' notice of permanent postings where a change of duty system applies, subject to the needs of the Service, or less by mutual agreement

- allow members of staff at least four weeks' notice of permanent postings where a change within the same duty system applies, subject to the needs of the Service, or less by mutual agreement
- treat all personal information confidentially
- review temporary promotions as required.

3.14. **Representative Bodies**

- 3.14.1. The representative bodies can attend Postings Group meetings to support a transparent, fair and equitable approach.

4. Monitoring & Assurance

4.1. **Procedure Management**

- 4.1.1. The Workforce Planning Officer monitors the type, number and frequency of postings/promotions using workforce planning records.
- 4.1.2. This procedure is reviewed and updated in line with changes in conditions of service and good practice.

4.2. **Learning & Organisational Development**

- 4.2.1. Wholetime Duty System (WDS), On Call and Fire Control members of staff are advised on this procedure as part of their induction in post.

5. Document Reference

5.1. **Forms to complete**

[Wholetime Duty System \(WDS\) Transfer Request Form](#)

PE-FO-0004 - Recruitment Uniformed Staffing Form

5.2. **Document References**

PE-PR-0030 - Resolving Issues At Work Grievance

PE-PR-0028 - Crewing

Crewing Shortfalls

PE-PR-0033 - Career Break

PE-PR-0038 - Training Centre Work Routines

External Secondment Procedure

Internal Secondment Procedure

Temporary Promotions & Acting Up

Annual Leave Wholetime Uniformed Staff

PE-PR-0009 - Uniformed Promotion Procedure (for Crew and Watch Managers)

PE-PR-0008 - 1:1 Review

[PE-SI-0037 - On Call Recruitment Process](#)

Workforce Planning and Establishment Controls

5.3. Supporting Information

[PE-SI-0069 - Flowchart - Postings Group](#)

[Service Delivery Plan](#)

[Community Safety Plan](#)

[DWFRS Plans and Reports](#)

Wholetime Duty System Collective Agreement and Addendums

[PE-SI-0067 - Postings Group Terms of Reference](#)

[Scheme of Conditions of Service for Local Authorities' Fire and Rescue Services \(Grey Book\)](#)

[On-Call Duty System Collective Agreement](#)

[PE-SI-0068 - Station Based and Non-Station Based Operational Roles](#)

[National Fire Chiefs' Council \(NFCC\) Recruitment Policy](#)

5.4. Impact Assessment Link(s)

[IA136125 - EPR 36 - Postings](#)

6. Document Management

Policy Statement Reference: People			
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██████████	31/10/2027	██████████	Published

6.1. Version Control:

Page & Par Ref	Date	Changes Made	Authorised By
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