



Circular number	<b>34-2005</b>	Date issued	<b>4 August 2005</b>
This circular is	<b>For action</b>	By	<b>4 November 2005</b>
This circular is	<b>Relevant to the National Framework</b>		
Status	<b>This circular provides guidance for authorities assessing staff for development for a new role within the Integrated Personal Development System.</b>		

# *IPDS: Personal Qualities and Attributes framework for Managerial Levels*

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## Addressed to:

**The Chair of the Fire and Rescue Authority**  
**The Chief Executive of the County Council**  
**The Clerk to the Fire and Rescue Authority**  
**The Clerk to the Combined Fire and Rescue Authority**  
**The Commissioner of the London Fire and Emergency Planning Authority**  
**The Chief Fire Officer**

## Please forward to:

**HR Managers**  
**Training and Development Managers**  
**IPDS Co-ordinators**  
**Internal Communications Managers**

## Summary

This circular provides authorities with an enhanced Personal Qualities and Attributes (PQA) framework for operational and control roles at the supervisory and middle manager levels within the Integrated Personal Development System. It should be read in conjunction with circular 51-2004.

The PQAs themselves remain unaltered.

## For further information, contact:

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### 1.0 Introduction

- 1.1 The Fire and Rescue Service National Framework 2004/5 stated that fire and rescue authorities (FRAs) should "use the nationally-developed personal qualities and attributes for assessing the potential of candidates for a new operational or control role". The attached documents set out the "Personal Qualities and Attributes" (PQAs) for operational and control staff at the supervisory and middle management levels within the IPDS role structure. The PQAs define the behaviours required for effective performance in these managerial roles.
- 1.2 As explained in circular 51-2004, the PQA framework should be used to assess potential to develop the skills, knowledge and understanding necessary to perform effectively in a new role. Within the IPDS system, the outcome of these assessments will determine access to development programmes and this, in turn, will help determine access to promotion opportunities. Together with other IPDS guidance material, the PQAs will also help inform development needs and learning objectives.
- 1.3 Circular 51-2004 set out the PQAs for operational staff at managerial levels. As promised in that circular, further work has been conducted to determine the extent to which those PQAs also apply to control managerial roles. This work has resulted in an enrichment of the illustrative examples which show how particular PQAs might be demonstrated. However, the PQAs themselves are unchanged from those previously published and they should be used in the way set out in circular 51-2004 for both operational and control roles.
- 1.4 Please note that this circular relates to existing control room roles. Once rolemap equivalents for the new regional control positions have been finalised, the PQAs will be reviewed and revised if necessary.

### 2.0 Queries

- 2.1 If you have any queries about this circular, please speak to your usual contact at the IPDS Hub or e-mail [ipdsreception@fireservicecollege.ac.uk](mailto:ipdsreception@fireservicecollege.ac.uk).

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