

**Watch**

**Manager**

**Wholetime Stations**

**Post Specification**

**Fire and Rescue Service**

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| **Date** | **June 2019**  |
| **Post Title** | Watch Manager - Wholetime |

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| **Service Area description** |
| Response |
| **Purpose of this post**  |
| Support the effect operation and management of a wholetime station by carrying out all aspects of operational Watch management. |
| **Key job specific accountabilities** |
| * Support in the development and delivery of all aspects of prevention, protection and response.
* Lead and manage the performance of staff.
* Monitor and manage the performance of designated Watches and quality assure all aspects of service delivery
* Investigate and audit the causes of incidents (fire/accident/near miss/discipline etc)
* Plan, prepare and review site specific risk information as appropriate to location.
* Plan and prepare Operational/training exercises as appropriate to location, and deliver training and development to both Regular and On Call staff
* Carry out the role of an Assessor where appropriate
* Undertake low/medium level Fire Protection audits in line with the CFRS Risk Based Inspection programme
* Undertake operational assurance at incidents/exercises, and take command where appropriate
* Undertake such work as may be determined by the Chief Fire Officer.
* Comply with the broad requirements of a Watch Manager role map

 **Watch Manager Role Map*** WM1 Lead the work of teams and individuals to achieve their objectives
* WM2 Maintain activities to meet requirements
* WM3 Manage information for action
* WM4 Take responsibility for effective performance
* WM5 Support the development of teams and individuals
* WM6 Investigate and report on events to inform future practice
* WM7 Lead and support people to resolve operational incidents
* WM9 Support the efficient use of resources
* WM10 Acquire, store and issue resources to provide service
* WM11 Respond to poor performance in your team
* A1 Assess candidate performance
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| **Please note annual targets will be discussed during the appraisal process** |
| **Key facts and figures of the post** |
| **Budget Responsibilities** | * None
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| **Staff Management Responsibilities** | * Manage staff and responsibilities as required
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| **Other** | * Carry out work in support of Service objectives
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| **Criteria - Qualifications, knowledge, experience and expertise** |
| **Person Specification**

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|  | **Essential** | **Desirable** |
| **Experience** | Hold the post of competent substantive Watch Manager or competent substantive Crew ManagerExperience of leading the work of teams and individuals to achieve their objectivesExperience of maintaining activities to meet requirementsExperience of managing information for actionExperience of taking responsibility for effective performanceExperience of supporting the development of teams and individualsExperience of investigating and reporting on events to inform future practiceExperience of leading and supporting people to resolve operational incidentsExperience of supporting the efficient use of resourcesExperience of acquiring, storing and issuing resources to provide Service DeliveryExperience of responding to poor performance in your team | Experience of assessing performance using a range of methods |
| **Knowledge/ Understanding** | An in-depth knowledge of statutory requirements affecting role. A knowledge of Health and Safety legislation and statutory requirements including accident investigations.A clear understanding of the risk concept and how it can be applied within a proactive safety culture.Understanding of equality legislation and its application in relation to the duties of a supervisory management post.A good knowledge and understanding of Incident Command, and Command Support at operational incidents.A knowledge of disciplinary, grievance and performance management procedures.A clear understanding of how performance management impacts upon organisational performance | IOSH Qualification |
| **Key Skills and Behaviours** | Ability to provide leadership in both a community and organisational context.Ability to manage and deliver change in a challenging environmentAbility to manage the performance of teams and individuals, setting and monitoring objectivesAbility to communicate effectively at all levels, with the ability to use a wide range of communication techniquesAbility to utilise I.T systems for reports, performance management, monitoring etc.Personal integrity with the ability to demonstrate high personal standardsEvidence of Continual Personal DevelopmentAble to develop self, teams and individuals to enhance work based performance |  |
| **Other** | Ability to travel throughout Cumbria and beyond including overnight stays where necessary. |  |

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| **Disclosure and Barring Service – DBS Checks** |
| * This post does not require a DBS check.
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