**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

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| **POST TITLE:** | Watch Manager |
| **RESPONSIBLE TO:** | Station Manager |
| **RESPONSIBLE FOR:** | Supervisory management |
| **PURPOSE OF POST:** | To be responsible for the leadership and development of the watch/team members to ensure objectives are met.  To undertake an appropriate level of command at operational incidents. |

##### Main Duties and Responsibilities

##### Responsible for the management and administration of a watch/department.

1. Lead the work of teams and individuals to achieve their objectives (WM1); -
   * Planning the work of teams and individuals.
   * Assessing the work of teams and individuals.
   * Providing feedback to teams and individuals on their work.
2. Maintaining activities to meet requirements (WM2); -
   * Maintaining work activities to meet requirements.
   * Maintaining healthy, safe, and productive working conditions.
   * Making recommendations for improvements to work activities.
3. Manage information for action (WM3); -
   * Gather required information.
   * Inform and advise others.
   * Hold meetings.
4. Taking responsibility for effective performance (WM4); -
   * Taking responsibility for personal performance.
   * Establishing and maintaining effective working relationships with people.
   * Developing your skills to improve performance.
5. Supporting the development of teams and individuals (WM5); -
6. Contributing to the development of development needs.
   * Contributing to planning the development of teams and individuals.
   * Contributing to development activities.
   * Contributing to the assessment of people against development objectives.
7. Investigating and reporting on events to inform future practice (WM6); -
   * Gathering information to support the investigation of an event.
   * Reporting the findings and conclusions of an investigation.
8. Leading and supporting people to resolve operational incidents (WM7); -
   * Planning action to meet the needs of the incident.
   * Implementing action to meet planned objectives.
   * Closing down the operational phase of incidents.
   * Debriefing people following incidents.
9. Lead and support control operations to resolve operational events SFJFRSWM8.
10. Support the efficient use of resources (WM9); -
    * Make recommendations for the use of resources.
    * Contribute to the control of resources.
11. Acquire, store and issue resources to provide service delivery (WM10); -
    * Monitor and acquire resources to meet service demands.
    * Monitor the storage of physical resources.
    * Control the issue of resources to support service delivery.
12. Respond to poor performance in your team (WM11)
    * Help team members who have problems affecting their performance.
    * Contribute to implementing disciplinary and grievance procedures.
13. Assess and evaluate the performance of individuals (A1)
14. Take responsibility for effective performance in fire and rescue SFJFRSFF2.
15. Attend training courses and seminars commensurate with the responsibilities of the post.
16. Understand, comply with, and support all West Yorkshire Fire and Rescue Service policies, procedures, and any relevant legislation.
17. To undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the Service in order to meet Service priorities and business continuity requirements.
18. Commitment to work flexibly in line with SDD ways of working.

**Secondary Duties and Responsibilities**

* 1. To Implement and promote the Authority’s:
  2. Organisational values
  3. Health and Safety policy
  4. Equality and Diversity policies
  5. Information Security Management System policies
  6. Safeguarding Children & Vulnerable People Policy (if applicable)
  7. Business continuity policy and contingency arrangements
  8. Responsibility for ensuring any data produced in relation to the post is accurate and current.
  9. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
  10. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
  11. Undertake any other duties commensurate with the rank of the post as directed by line management.

**Special Conditions of Recruitment**

An enhanced Disclosure and Barring Service (DBS) check is required for this post.

**Person Specification/Shortlisting Criteria**

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each of the following person specification criteria on your application form.

Your application will be shortlisted if you evidence that you meet all essential criteria listed. These are deemed essential as these courses (or suitable equivalents) provide knowledge, skills, and accreditation that you need from day one to be able to do the job.

If there is a need to longlist and shortlist due to high numbers of applicants, there is a potential that only those applications which also evidence the Desirable criteria will be shortlisted. Desirable criteria are defined as those you need to do the job, but which could be achieved during the development period.

Mitigating circumstances may be considered regarding the shortlisting criteria, however this will only apply to exceptional cases, and must be fully explained on the application form. If you are unsure whether to apply based on not achievement of one or more criteria, please contact SM Dan Howorth to discuss this in the first instance.

There may be some criteria that are identified through ‘Selection Process’ only. You will only be assessed on these criteria during the selection process and not from your application form, this may involve tests, presentations, interview etc.

Information on training, qualifications and revalidation criteria can be found in the [Training and Development Framework](https://wyfirehub.westyorksfire.gov.uk/sites/TD/SitePages/TrainingandDevelopmentFramework.aspx)**.**

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|  | **Experience** | **Essential/ Desirable** | **Source** |
| 1 | Possess practical experience of emergency operations, including consistently effective operational command experience at Crew Manager level. | Essential | Application & Selection Process |
| 2 | Demonstrates organisational/political awareness and able to maintain confidentiality when dealing with sensitive information. | Essential | Selection Process |
| 3 | Experience of influencing and supervising others effectively in a large diverse organisation. | Essential | Application |
| 4 | Experience in working effectively with external partners | Essential | Application & Selection Process |
| 5 | Experience of organising and delivering off station training and community events | Essential | Application |
| 6 | Experience of informing and educating the community to improve awareness of safety matters | Essential | Application & Selection Process |
| 7 | Experience of dealing with Disciplinary and Grievance issues | Essential | Application |
| 8 | Experience of dealing with Safety Event Investigation | Essential | Application |
| 9 | Experience of undertaking Fire Investigations | Essential | Application |
| 10 | Experience of dealing with Operations Fire Protection issues | Essential | Application |
| 11 | Experience of dealing with Welfare and Mental Ill-Health issues | Essential | Application |

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|  | **Education and Training** | **Essential/ Desirable** | **Source** |
| 12 | Have a recognised qualification in leadership and management equivalent to CMI/ILM level 3 or above | Essential | Application |
| 13 | Possess and Maintained the Skills for Justice Initial incident Command Qualification. | Essential | Application |
| 14 | Possess IFE Level 3 (formerly Diploma) pass in Fire Service Operations & incident command | Desirable | Application |
| 15 | Possess IFE Level 3 Diploma pass in Fire Engineering & Science, or IFE Level 3 Certificate pass in Fire Safety | Desirable | Application |
| 16 | Achieved the required fitness levels to meet operational requirements | Essential | Application |
| 17 | Have a Level 3 (or above) instructing/teaching qualification such as Award in Education/Preparing to Teach (or equivalent) | Desirable | Application |
| 18 | Have a Level 3 Assessor Award such as CAVA/ Assessing Competence in the Work Environment/A1/D33 | Essential | Application |
| 19 | IOSH Managing Safely | Essential | Application |

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|  | **Special Knowledge and Skills** | **Essential/ Desirable** | **Source** |
| **20** | Ability to use Microsoft Office and other IT packages | Essential | Application |
| 21 | Planning, analytical, numerical, and problem-solving skills. | Essential | Application & Selection Process |
| 22 | Good organisational skills including the ability to deal with conflicting demands in order to meet deadlines. | Essential | Application & Selection Process |
| 23 | Ability to work with others by recognising and acting upon the needs of a team member | Essential | Application & Selection Process |
| 24 | Demonstrate a proactive, confident, and resilient approach | Essential | Application & Selection Process |
| 25 | High level of written and verbal communication skills | Essential | Application & Selection Process |
| 26 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential | Selection Process |
| 27 | Demonstrate an understanding of and ability to implement Health & Safety in the workplace | Essential | Application & Selection Process |
| 28 | To hold and maintain a current full valid driving license | Essential | Application |