West Yorkshire Fire & Rescue Service

Job Description.

**Post Title: Watch Manager.**

**Grade: N/A.**

**Responsible To: Station Manager.**

**Purpose Of Post: To be responsible for the leadership and development of the watch members to ensure objectives are met, and to undertake an appropriate level of command at operational incidents.**

# Organisational chart.

# Main duties and responsibilities of the role.

1. Lead and support crews to resolve operational incidents.
2. Coordinate and instruct training and development for crew members.
3. Take responsibility for effective performance and development of self, crew, and individuals.
4. Assess and evaluate the performance of watch individuals against Maintenance of Competence records, taking into account organisational constraints and personal circumstances.
5. Identify training and development needs and activities, to be agreed with the individual, to develop the individual’s capabilities.
6. Provide regular feedback based on objective assessment of performance, maintaining confidentiality to improve future performance.
7. Deal with disciplinary matters up to and including conducting disciplinary investigations at Formal Stage 1.
8. Identify opportunities for continuous improvement to working practices, systems of work, equipment and organisation and individual performance.
9. Prepare clear recommendations with supporting evidence to facilitate decision making.
10. Balancing and recording of petty cash and stores equipment on station.
11. Analyse information to support decision making.
12. Ensure line manager receives regular timely reports and information.
13. Participate in continuous professional and personal development relevant to the role.
14. Undertake other duties as required commensurate with the post as directed by line management.
15. Maintain the required fitness levels to meet operational requirements.
16. Commitment to work flexibly in line with CLM ways of working.

# Organisational wide responsibilities.

1. Adherence to the[**NFCC Core Code of Ethics**](https://nfcc.org.uk/our-services/people-programme/core-code-of-ethics/%20Services%20England.pdf)and[**West Yorkshire Fire Service Values**](https://www.westyorksfire.gov.uk/sites/default/files/2023-03/WYFRS%20Core%20Values%20June22.pdf).

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1. To implement and promote the Authority’s:
* Health and Safety policies.
* Equality and Diversity policies.
* Information Security Management System policies.
* Safeguarding policies.
* Business continuity policy and contingency arrangements.
* Policies related to General Data Protection Regulation and Data Protection Act 2018.
* Commitment to maintaining our Customer Service expectations.
1. A satisfactory Enhanced Disclosure and Barring check is required for the role.

# Skills and experience requirements for this role

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application,’ will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

**Please list or number the** competency criteria below against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

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.

|  | **Experience.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Possess practical experience of emergency operations, including consistently effective operational command experience. | Essential. | Application & Selection Process. |
|  | Demonstrates political awareness and able to maintain confidentiality when dealing with sensitive information. | Essential. | Selection Process. |
|  | Experience of influencing and supervising others effectively in a large diverse organisation. | Essential. | Application. |
|  | Experience in working effectively with external partners. | Essential. | Application & Selection Process. |
|  | Experience of organising and delivering off station training and community events. | Essential. | Application. |

|  | **Education and Training.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Have a recognised qualification in leadership and management equivalent to CMI/ILM level 3 or above. | Essential. | Application.  |
|  | Passed the Skills for Justice Initial incident Command assessment. | Essential. | Application.  |
|  | Possess IFE Level 3 Diploma pass in Fire Service Operations and IFE Level 3 Diploma pass in Fire Engineering & Science, or IFE Level 3 Certificate pass in Fire Safety. | Essential. | Application.  |
|  | Achieved the required fitness levels to meet operational requirements. | Essential. | Application.  |
|  | IOSH Managing Safely. | Essential. | Application.  |

|  | **Special knowledge and skills.** | **Essential/Desirable.** | **Where identified.** |
| --- | --- | --- | --- |
|  | Fire Investigation techniques. | Essential. | Application & Selection Process. |
|  | Planning, analytical, numerical, and problem-solving skills. | Essential. | Application & Selection Process. |
|  | Good organisational skills including the ability to deal with conflicting demands in order to meet deadlines. | Essential. | Application & Selection Process. |
|  | Ability to work with others by recognising and acting upon the needs of team members. | Essential. | Application & Selection Process. |
|  | Demonstrate a proactive, confident, and resilient approach. | Essential. | Application & Selection Process. |
|  | Demonstrates commitment to taking a leading role in driving forward WYFRS’ commitment to Equality & Diversity, NFCC Core Code of Ethics and WYFRS values**.** | Essential. | Selection Process only. |
|  | To hold and maintain a current full UK valid car driving licence.  | Essential. | Application. |

Job Description last updated: **April 2025.**