Job Description and Person Specification

**Station Manager: Fire Control**

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| Role Title | **Fire Control** | Reporting to | **Group Manager: Head of Emergency Response** |
| Location | **Administration and Technical Hub** | Role/Grade | **Fire Control Station Manager** |

**Job Description**

**Purpose of the Job**

To oversee the preparedness of all command and control mobilising systems and equipment and additional none core activities. To develop and deliver new training packages. To provide resilience for deficiencies within the Fire Control for the efficient and effective management of Watch personnel and oversee preparedness of all Fire Control mobilising systems and equipment. To represent the Fire Control function at any national, regional or local events

**Key Duties and Responsibilities**

* To be responsible for the accuracy, currency and validity of risk related Information, on the mobilisation system to maintain such information in line regarding all legislation in relative to the provision and display of risk critical data.
* Review the training programme for Fire Control.
* To oversee the management, leadership and maintenance of all operational resource management.
* To assist in the preparation and revision of appropriate Brigade documents, relevant to Fire Control such as Standard Operating Procedures, National Operational Guidance and other internal procedures.
* To plan and deliver initial development programmes to new Fire Control staff.
* To identify, develop and deliver new development programmes in line with CFB’s and national requirements.
* To ensure that Fire Control remains as professional and effective as practicable, through effective leadership and a management of the function, whilst also ensuring that maintenance and data updates of the mobilising and communications systems are maintained.
* To have responsibility and manage all mobilising equipment fault reporting.
* To have responsibility for the preparation and delivery of any ad hoc training courses.
* To devise structured training for Flexi Duty Officers.
* To assist in carrying out inspections and audits of risk related information on the mobilisation system.
* To improve the culture within Fire Control, whilst developing intent based leadership and succession planning.
* To provide resilience cover as required and take responsibility for the supervisory duties performed at Watch Manager level in Command and Control.
* To provide Fire Control Command Support during significant incidents/ spate conditions.
* To work flexibly and manage time appropriately to ensure the function maintains minimum staffing.
* To lead and manage the Watch Managers within Fire Control, performing one to ones and ensuring that key work objectives are maintained through effective performance management.
* To liaise as necessary with external agencies, neighbouring services and other emergency services as required.
* To undertake specialist training and central progressive training courses when required.
* To assist the Senior Head of Assets on the Fire Control Collaboration project.
* To be a member of the Regional Control Ways of Working Collaboration Group.

**Uniform**

The person appointed to this post is required to wear a uniform and will be provided with the ‘Undress Uniform’; the ‘Grey Book Watch Manager and above Office Wear Uniform’ and the ‘Workwear Uniform’ as set out in the Brigade’s Dress and Appearance Policy.

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| **Category** | **Criteria** | **Measure** |
| **Qualifications**  **Competences** | * Substantive Watch Manager with Fire Control Room competence (E) | AF,I, R |
| **Experience** | * Competent Substantive Watch Manager (E) * Proven relevant experience at managing human resources and physical assets (E) * Proven relevant experience at managing workloads and projects (E) * Experience of engagement and relationship management with partners or groups (E) * Experience of taking part and providing risk critical advice in a multi-agency event (E) * Experience of resource management and contingency planning (D) * Experience of working with key agencies, and partners in the community Safety arena (D) * Experience of implementing organisational strategy through effective decision-making and analysis of risk (E) * Experience and understanding of financial and resource implications for a large public organisation (D) * Successful track record of driving and managing change (E) * Experience of using innovative approaches to delivering public services taking a broad view of stakeholders and partners and capitalising on the opportunities that presents (E) * Experience of implementing and ensuring adherence to equality, diversity and inclusion; training and education; health, safety and wellbeing; and values and behaviours (E) * Experience at leading and managing teams * Experience at training teams | AF/ R  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **Skills, Knowledge and Aptitudes** | * Ability to demonstrate a level of political awareness and understanding of the structure of the Fire and Rescue Authority (E) * Ambitious, forward thinking, innovative (E) * Excellent interpersonal skills (E) * Ability to produce reports and procedures (E) * Strong leadership skills to engage, influence, enable and motivate others both within the organisation and externally (E) * Understanding of local, regional and national issues facing the FRS (E) * Effective communication, negotiation, diplomacy, influencing and advocacy skills demonstrating the ability to communicate clearly and effectively in interpersonal relations, industrial relations and with the media, both orally and in writing (E) * Ability to understand differing team cultures and promote a positive work environment by upholding the organisational values and behaviours , championing equality, diversity and inclusion and employee health, safety and wellbeing (E) * Familiar with Control room systems and mobilisation systems | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF//I  AF/I |
| **Other** | * Current UK driving licence or access to support driver (E) * Strongly uphold the requirements of National Security, be required to undertake Baseline Personnel Security Standard and Non Police Personnel Vetting at Level 3, Security Clearance and DBS (E) | AF/C  AF/C |

**Person Specification**

**Key Criteria**

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate