

TITLE OF POST: **WORKSHOP MANAGER**

GRADE: **POG**

RESPONSIBLE TO: **HEAD OF TECHNICAL SERVICES**

ROLE PURPOSE:

To be responsible for the day-to-day management and operation of the Technical Services function ensuring the effective and efficient use of resources.

1 SPECIALIST DUTIES AND RESPONSIBILITIES

- 1.1 To assist in the preparation and monitoring of revenue and/or capital budgets in relation to the function as and when directed.
- 1.2 To manage the delivery of services by the function including sub-contractors and suppliers within the Service and to other organisations ensuring where applicable compliance with collaborative agreements.
- 1.3 To ensure that all assets and stock maintained by the function comply with all relevant legislation, Service policies, standing orders, manufacturers and national guidelines.
- 1.4 To be responsible for the production, implementation, maintenance, control and recording of all work schedules for both planned and unscheduled work including all statutory and standard tests.
- 1.5 To be responsible for the effective management of the defect reporting system(s) of the function in line with policies and procedures.
- 1.6 To be responsible for ensuring that all work activities are undertaken in accordance with the Service's procedures, manufacturers' guidelines, and current legislation.
- 1.7 To ensure goods and services are procured in accordance with Service policies and procedures.
- 1.8 To be responsible for the effective delivery of all administrative practices relating to the function.
- 1.9 To be responsible for the effective management of any fleet or asset management systems used by the function.
- 1.10 To be responsible for the effective management of standby arrangements including the control of all reserve appliances and operational equipment.

- 1.11 To be part of 'out of office' cover arrangements dependent upon the needs of the Service.
- 1.12 To assist in the production of specifications, commissioning and decommissioning of assets as and when directed.
- 1.13 To develop and produce a variety of management and departmental reports and documents.
- 1.14 To be responsible for the management of existing business continuity plans and arrangements relevant to their department in line with the Service's Business Continuity Management Policy and Strategy.
- 1.15 To attend internal and external training courses as necessary.
- 1.16 To ensure compliance with the Data Protection Act 2018 and Service information governance requirements.
- 1.17 To undertake any other duties appropriate to the post.

2 DUTIES AND RESPONSIBILITIES/LEADERSHIP DUTIES AND RESPONSIBILITIES

- 2.1 To promote the Service vision, 'Creating the safest community.'
- 2.2 To manage the activities and performance of the functions team members, reviewing and monitoring staff performance, effectiveness and development.
- 2.3 To ensure that all policies and procedures within the function are adhered to and in accordance with regulations, lean thinking and value for money principles.
- 2.4 To assist in the development and implementation of relevant policies, procedures and information requirements in line with national policy, best practice, and are compliant with all relevant regulations and legislation.
- 2.5 To deputise for and support the Head of Technical Services, when appropriate.

3 STANDARD DUTIES AND RESPONSIBILITIES

- 3.1 To comply with and champion equality, diversity and inclusion as part of a positive contribution to improving our workplace culture and promoting our values in compliance with all policies, procedures and the law and provide challenge where these are not being demonstrated or achieved.
- 3.2 To comply with all health and safety laws, regulations and policies, taking reasonable care for your own health and safety and that of others

- 3.3 Champion the principles of equality, diversity and inclusion and challenge or escalate any inappropriate behaviour or non-compliance
- 3.4 Oversee and demonstrate a commitment to and promotion of the application of the Services Safeguarding duties and responsibilities
- 3.5 Undertake any other duties appropriate to the post as may be directed by the Chief Fire Officer from time to time.