**WEST YORKSHIRE FIRE & RESCUE SERVICE**

**JOB DESCRIPTION**

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| **POST TITLE:**  | Station Manager |
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| **RESPONSIBLE TO:**  | Group Manager |
| **RESPONSIBLE FOR:**  | Middle management of a functional area. |
| **PURPOSE OF POST:** | To be responsible for the development and leadership of the functional area to ensure objectives are met.To undertake an appropriate level of command at operational incidents.To fulfil a management and leadership role in the functional area team and to contribute fully to the Service Priorities (Programme of Change) and relevant action plans (District/Local/Team). |

**MAIN DUTIES AND RESPONSIBILITIES**

Aligned to Core Station Manager Fire and Rescue Service Role Map Duties & Competencies EFSM2 – EFSM21

1. Lead, monitor and support people to resolve operational incidents (EFSM2)

Review and determine incident status

Assume responsibility and implement action to support those involved in the incident

Debrief following resolution of incident

1. Determine solutions to hazards and risks identified through inspection and investigation (EFSM3)
	* Plan inspections and investigations
	* Implement inspections and investigations
	* Respond to findings following inspections and investigations
	* Present evidence at formal proceedings
2. Plan and implement activities to meet service delivery needs (EFSM10)
	* Plan and allocate work activities to meet service delivery needs
	* Agree budgets and resources for work activities
	* Implement and evaluate work plans to achieve objectives
	* Make recommendations for improvements to work activities
3. Manage the effective use of resources (EFSM12)
	* Plan the use of physical resources
	* Obtain physical resources
	* Ensure the availability of supplies
	* Monitor the use of physical resources
4. Select required personnel (EFSM13)
	* Identify personnel requirements
	* Select required personnel
5. Manage the performance of teams and individuals to achieve objectives (EFSM14)

Allocate and delegate work to teams and individuals

Agree objectives and work plans with teams and individuals

Assess the performance of teams and individuals

Provide feedback to teams and individuals on their performance

Resolve performance issues with teams and individuals

1. Develop teams and individuals to enhance workplace performance (EFSM15)

Identify the development needs of teams and individuals

Plan the development of teams and individuals

Develop teams to improve performance

Deliver individual learning and support for development

Evaluate the development of teams and individuals

1. Manage yourself to achieve work objectives (EFSM16)

Organise and structure personal work activities to achieve objectives

Develop and continuously improve productive working relationships

Implement personal development plan to continuously improve personal performance

1. Provide information to support decision making (EFSM21)

Obtain information for decision making

Record and Store information

Analyse information to support decision making

Advise and inform others

1. Understand, comply with and support all West Yorkshire Fire and Rescue Service policies, procedures and any relevant legislation.
2. Attend training courses, meetings and seminars commensurate with the responsibilities of the post
3. Undertake specialist roles, as deemed required as commensurate with the grading and responsibility of the post.
4. 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.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. To Implement and promote the Authority’s:
2. Health and Safety policy
3. Equality and Diversity policies
4. Information Security Management System policies
5. Safeguarding policy
6. Business continuity policy and contingency arrangements
7. Responsibility for ensuring any data produced in relation to the post is accurate and current.
8. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
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**

A security clearance at SC level will be required for this post.

**PERSON SPECIFICATION/SHORTLISTING CRITERIA**

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 person specification competency criteria 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 later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

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|  | **Experience** | **Essential/ Desirable** | **Source** |
|  | Possess practical experience of emergency operations. This includes consistently demonstrating effective initial incident command  | Essential | Application  |
|  | Experience of multi-agency command emergency response | Essential | Selection Process only |
|  | Awareness and understanding of organisational best practice, including social, political and economic trends  | Essential | Application |
|  | Significant experience of effectively leading and managing a team | Essential | Application |
|  | Experience of managing change within an organisation | Essential | Application  |
|  | Maintains confidentiality when dealing with sensitive information | Essential | Selection Process only |
|  | Experience of influencing and managing others effectively in a large diverse organisation | Essential | Application  |
|  | Has successfully led both project and service delivery teams | Desirable | Selection Process only |
|  | Experience of budget and resource management | Desirable | Selection Process only |

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|  | **Education and Training** | **Essential/ Desirable** | **Source** |
|  | Have a recognised level 3 Leadership and Management qualification (or equivalent) and be willing to work towards a level 5 qualification in Leadership and Management | Essential | Application  |
|  | Passed the Skills for Justice Initial Incident Command qualification | Essential | Selection Process only |
|  | Pass the WYFRS intermediate Incident Command assurance process | Essential | Selection Process only |
|  | Possess, IFE suitable Qualifications; * Level 4 Certificate in Fire Service Operations

**AND** * Level 4 Certificate in Fire Engineering and Science OR a Level 3 Certificate in Fire Safety (Application only)
 | Essential | Selection Process only |
|  | Passed the required fitness levels to meet operational requirements (35 VO2 Max) | Essential | Selection Process only |
|  | Possess Grade A to C in GCSE Maths and English (or equivalent) or pass verbal and numerical aptitude tests | Essential | Application  |
|  | Passed the NEBOSH general certificate or equivalent level relevant H&S qualification.  | Desirable | Selection Process only |

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|  | **Special Knowledge and Skills** | **Essential/ Desirable** | **Source** |
|  | Planning, analytical and problem solving skills | Essential | Application  |
|  | Excellent communication and interpersonal skills | Essential | Selection Process only |
|  | Demonstrable commitment to equality and diversity issues in both service provision and employment practices | Essential | Application  |
|  | To hold and maintain a current full valid driving licence and willing to undertake Emergency Response Driving (ERD) qualification | Essential | Selection Process only |
|  | Demonstrate commitment to good data quality within all areas of work | Essential | Selection Process Only |
|  | Demonstrate an understanding of and ability to implement Health & Safety in the workplace | Essential | Selection Process only |
|  | Demonstrate an understanding and ability to implement staff health and wellbeing activities within the workplace | Essential | Selection Process only |
|  | Consistently demonstrates and promotes commitment to WYFRS Core Values & the NFCC Core code of ethics  | Essential | Application |

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|  | **Work Related Circumstances** | **Essential/ Desirable** | **Source** |
|  | Ability to be flexible in working hours to meet the requirements of the Flexible Duty System. | Essential | Selection Process only |
|  | Reside or be willing to relocate to West Yorkshire to provide on-call cover. | Essential | Selection Process only |
|  | Have completed an annual review in the last 12 months, with no concerns captured, that you wish to be considered for promotion/development and a talent Assessment for you within the Annual Review showing potential for promotion,  | Essential | Selection Process only |
|  | No current/outstanding development action plans, performance improvement action plans or capability issues related to competency? | Essential | Selection Process only |
|  | Hold and have maintained all qualifications required for your current role and have completed and maintained all role related courses within the required refresher periods.  | Essential | Selection Process only |