

# **WEST YORKSHIRE FIRE & RESCUE SERVICE**

## **JOB DESCRIPTION**

**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**

1. Responsible for the management and administration of a watch/department.
2. 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.
3. 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.
4. Manage information for action (WM3);-
  - Gather required information
  - Inform and advise others
  - Hold meetings
5. 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.
6. Supporting the development of teams and individuals (WM5);-
7. 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.

8. 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.
9. 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.
10. Lead and support control operations to resolve operational events SFJFRSWM8
11. Support the efficient use of resources (WM9);-
  - Make recommendations for the use of resources
  - Contribute to the control of resources
12. 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
13. Respond to poor performance in your team (WM11)
  - Help team members who have problems affecting their performance
  - Contribute to implementing disciplinary and grievance procedures
14. Assess and evaluate the performance of individuals (A1)
15. Take responsibility for effective performance in fire and rescue SFJFRSFF2
16. Attend training courses and seminars commensurate with the responsibilities of the post.
17. Understand, comply with and support all West Yorkshire Fire and Rescue Service policies, procedures and any relevant legislation.
18. 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.
19. Commitment to work flexibly in line with SDD ways of working.

## **Secondary Duties and Responsibilities**

- 2.1 To Implement and promote the Authority's:
  - a. Organisational values
  - b. Health and Safety policy
  - c. Equality and Diversity policies
  - d. Information Security Management System policies
  - e. Safeguarding Children & Vulnerable People Policy (if applicable)
  - f. Business continuity policy and contingency arrangements
- 2.2 Responsibility for ensuring any data produced in relation to the post is accurate and current.

- 2.3 Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
- 2.4 To demonstrate and uphold the service values and to promote the organisation in a positive manner.
- 2.5 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](#).

	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
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	Education and Training	Essential/ Desirable	Source
7	Have a recognised qualification in leadership and management equivalent to CMI/ILM level 3 or above	Essential	Application
8	Possess and Maintained the Skills for Justice Initial incident Command Qualification.	Essential	Application
9	Possess IFE Level 3 (formerly Diploma) pass in Fire Service Operations & incident command	Essential	Application
10	Possess IFE Level 3 Diploma pass in Fire Engineering & Science, or IFE Level 3 Certificate pass in Fire Safety	Essential	Application
11	Achieved the required fitness levels to meet operational requirements	Essential	Application
12	Have a Level 3 (or above) instructing/teaching qualification such as Award in Education/Preparing to Teach (or equivalent)	Essential	Application
13	Have a Level 3 Assessor Award such as CAVA/ Assessing Competence in the Work Environment/A1/D33	Essential	Application
14	IOSH Managing Safely	Essential	Application
15	Discipline and Grievance training	Essential	Application
16	Safety Event Investigation	Essential	Application
17	Completed and maintained Fire Investigation training	Essential	Application
19	Completed and maintained Operations Fire Protection Training	Essential	Application
20	Managing Mental Ill-Health	Essential	Application

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