**WEST YORKSHIRE FIRE & RESCUE SERVICE**

# JOB DESCRIPTION

|  |  |
| --- | --- |
| **POST TITLE:** | Crew Manager |
| **RESPONSIBLE TO:** | Watch Manager |
| **RESPONSIBLE FOR:** | Supervisory management |
| **PURPOSE OF POST:** | To be responsible for the leadership and development of crew/team members and to ensure objectives are met  To undertake an appropriate level of command at operational incidents |

**MAIN DUTIES AND RESPONSIBILITES**

##### Aligned to Core Crew Manager Fire and Rescue Service’s Role Map Duties & Competencies (FF1 – WM7)

##### Support Line Managers responsibilities in the management and administration of a watch/department and deputise in their absence.

1. Inform and educate your community to improve awareness of safety matters (FF1); -

* Promoting safety matter to inform your community.
* Facilitating learning through demonstration and instruction.

1. Contributing to fire safety solutions to minimise risks in the community (FF8); -

* Inspecting premises to minimise risks to people, property and the environment.
* Reporting on issues arising from inspections.

1. 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.
2. 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.
3. 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.
4. Supporting the development of teams and individuals (WM5); -
   * 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.
5. 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.
6. 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.
7. Attend training courses and seminars commensurate with the responsibilities of the post.
8. Understand, comply with and support all West Yorkshire Fire and Rescue Service policies, procedures and any relevant legislation.
9. 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. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
  9. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
  10. 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 will be 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 post by giving clear, concise examples of how you meet each of the following person specification criteria on your application form.

You will only be shortlisted from the details in the application form if you meet all the Essential criteria, i.e., abilities you already possess. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e., abilities that you will need, but which could be learnt during training.

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** | **Source** |
| 1 | Possess practical experience of emergency operations | Essential | Application & Selection Process |
| 2 | Possess effective operational command experience | Desirable | Application & Selection Process |
| 3 | Demonstrates organisational/political awareness | Essential | Application & Selection Process |
| 4 | Maintains confidentiality when dealing with sensitive information | Essential | Application & Selection Process |
| 5 | Experience of working in a large diverse organisation | Essential | Application & Selection Process |
| 6 | Experience of influencing and supervising others effectively in a large diverse organisation | Desirable | Application & Selection Process |
| 7 | Experience of informing and educating the community to improve awareness of safety matters | Essential | Application & Selection Process |
| 8 | Contributed to fire safety solutions to minimise risks in the community | Desirable | Application |
| 9 | Demonstrates commitment to FF-WM Personal Qualities and Attributes (PQA) and WYFRS values and behaviours | Essential | Selection Process |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Education and Training** | **Essential/ Desirable** | **Source** |
| 10 | Have a recognised Level 3 qualification in Leadership and Management | Desirable | Application |
| 11 | Ability to pass the Skills for Justice Initial Incident Command assessment | Essential | Selection Process |
| 12 | Possess IFE Level 3 Certificate in Fire Service Operations AND Level 3 Certificate in Fire Engineering and Science OR Level 3 Certificate in Fire Safety OR equivalent qualifications | Essential | Application |
| 13 | Achieved the required fitness levels to meet operational requirements | Essential | Application |
| 14 | Possess an IOSH Managing Safety Qualification | Desirable | Application |
| 15 | Evidence of continued professional development | Essential | Application & Selection Process |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Special Knowledge and Skills** | **Essential/ Desirable** | **Source** |
| 16 | Fire Investigation techniques | Desirable | Application & Selection Process |
| 17 | Undertaken Module 2 water & flood first responder’ training as per DEFRA Con Ops (Department for Environment, Food & Rural Affairs). | Essential | Application & Selection Process |
| 18 | Undertaken Safe Working at Height training as per ‘The Work at Height Regulations 2005’ and must be able to demonstrate work restraint, work positioning and fall arrest. | Essential | Application & Selection Process |
| 19 | Planning, analytical, numerical and problem-solving skills | Essential | Selection Process |
| 20 | Demonstrate a proactive, confident and resilient approach | Essential | Application & Selection Process |
| 21 | High level of written and verbal communication skills | Essential | Selection Process |
| 22 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential | Selection Process |
| 23 | Demonstrate an understanding of and ability to implement Health & Safety in the workplace | Essential | Selection Process |
| 24 | To hold and maintain a current full valid driving licence | Essential | Application |