



JOB DESCRIPTION

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Job Title:	Station Manager
Department/Directorate and Location:	Safer Communities, Training and Assurance, Operational Support and Resilience
Responsible to:	Group Manager, or equivalent manager
Responsible for:	As per structure charts

Main Purpose:

To keep the communities of East Sussex and the City of Brighton and Hove safer through upholding and promoting the Service's Values. This is achieved through the provision of effective protection, prevention and response activities and management of teams in support of, and as directed by, the Group Manager, or equivalent manager.

Main Tasks:

ESFM2	Lead, monitor and support people to resolve operational incidents <ul style="list-style-type: none">Act as a Level 2 Incident Commander on the flexible duty system, taking responsibility for the maintenance of own competence and supporting the development of other incident commanders through feedback, debriefs, mentoring and operational assurance activityUndertake the role of tactical advisor for up to two specialist operational references as part of the level 2 operational rota
EFSM3	Determine solutions to hazards and risks identified through inspection and investigation <ul style="list-style-type: none">Undertake risk assessments, quality assurance and investigations (fire, accident, health and safety, discipline, grievance, complaint etc) to ensure safe and legally compliant workplaces, policies and practicesMaintain competence in Fire Safety and respond within remit as an authorised officer (to be defined).
ESFM10	Plan and implement activities to meet service delivery needs <ul style="list-style-type: none">Research, develop, implement and embed Service policies, processes etc with the support of the immediate team as directed by the Assistant Director Safer Communities.Undertake role specific references as deemed appropriate to post occupied e.g. Station Manager at Hove Community Fire Station would undertake reference for High Volume Pump.Making recommendations for future practice through considered business cases or reports

ESFM12	Manage the effective use of resources
<ul style="list-style-type: none"> Assist the Group/Departmental manager with the monitoring of the departmental budget, including expenditure and forecasting Assist Group or Department Manager with management of Area/Department, as directed, providing flexibility to cover periods of annual leave and deputising as required etc. 	
ESFM13	Select required personnel
<ul style="list-style-type: none"> Design and lead on recruitment and retention of personnel, as required, in conjunction with HR policy and processes Provide line manager endorsements as required for recruitment processes, having provided ongoing support, development and feedback to teams and individuals 	
ESFM14	Manage the performance of teams and individuals to achieve objectives
<ul style="list-style-type: none"> Ensure, through effective and accountable delegation, that the Departmental/Directorate, Station, Watch or team action and business plans are delivered, monitored and appropriately reviewed – e.g. if targets are not being met, meet with accountable supervisory manager to put remedial actions in place. Instigate informal or formal employee relations procedures as per Service policy, to ensure effective remedial or supportive measures are put in place to improve conduct, performance or attendance in the workplace. 	
ESFM15	Develop teams and individuals to enhance workplace performance
<ul style="list-style-type: none"> Undertake induction, probation, appointment support and annual appraisal cycle for direct reports and support and develop direct reports to, in turn, do the same for their teams Design, implement, monitor and review support or development plans for teams or individuals as required, ensuring objectives are clearly understood. 	
ESFM16	Manage yourself to achieve work objectives
<ul style="list-style-type: none"> Ensure that team or individual objectives are met, including consideration of resourcing requirements and timescales, and/or any slippages reported on as appropriate Actively engage with and seek out opportunities for team or individual development and continuous professional development in order to improve workplace practices/performance. Take responsibility for own professional and self-development 	
ESFM21	Provide information to support decision making
<ul style="list-style-type: none"> Support the team and individuals in the timely completion and delivery of end of month returns or other performance reports as requested, helping teams and individuals to forward plan activities Actively participate in Partnership meetings and working groups, representing the Service as appropriate and lead on initiatives or implementation of actions arising. Support Operational Support and Resilience projects as requested or directed by the Assistant Director Analyse and research performance data and statistics to assess demand and inform local resource arrangements 	

Role Specific Duties:

The duties described above apply to all Station Managers employed by the Service. However, the duties detailed below will apply only to particular posts within the role map for Station Manager

Training Centre	Business Safety	Station/Area	Operational Support and Resilience
Devise, verify and deliver internal training programmes appropriate to all levels	Undertake the duties of a Fire Safety Inspector		To manage one or more of the following delivery areas:

of operational staff as directed, or in response to feedback			<ul style="list-style-type: none"> • Operational resilience • Water for Firefighting • Operational Risk Information • Operational Policy and Procedures • Operational Research and Development • Operational assurance <p>Dealing with matters within remit of responsibility or escalating to Group Manager as appropriate and delegating to Watch Managers as appropriate.</p>
Assess candidate performance during training events and formally report outcomes	Prepare reports and appropriate documentation related to fire safety inspections		
Provide coaching and mentoring to individuals following the outcome of operational training or assessor	Undertake specialist roles and duties as defined by the post held e.g. Fire Investigation		
	Interpret and offer guidance regarding legislation and develop or review existing policies as needed		

Scope:

Results – Production of end of month returns or other performance reports as required, progression towards completion of individual and team objectives, health and well-being of team members, inclusive engagement with communities, teams and partnerships, effective delivery of projects to completion and special references, embedded Service values.

People Management – Direct line management of Watch Managers and other staff as per departmental structure charts, overseeing Watch Manager supervision of their teams. As per full role maps and terms and conditions of employment, includes:

- Recruitment and selection
- Induction, Probation, Appointment Support, Appraisal
- Undertake (as defined in policy) informal and formal stages of Discipline, Grievance, Performance and Attendance Management

Financial Management – **Signatory and sign off for one-off purchases up to the value of £10,000. Manage discreet departmental budgets. Assist departmental managers and Assistant Directors with budget management and monitoring.**

General - This job descriptions sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff must comply with all Service and Corporate Policies relating to Equality, Diversity and Inclusion, Health and Safety at Work and the Safeguarding and welfare promotion of children and vulnerable adults in line with policies of East Sussex Fire and Rescue Service and East Sussex Fire Authority.

Certain posts or responsibilities within East Sussex Fire and Rescue Service attract additional allowances. Receipt of allowances are conditional upon fulfilment of additional responsibilities or work pattern.

Related Documents:

- Organisational Purpose, Commitments and Values
- Role related National Occupational Standards/Role Maps
- Directorate Strategy and Business Plan
- Personal Qualities and Attributes
- Team/Departmental Action or Business Plan
- Directorate Strategy and associated action plan
- Middle Managers' Handbook
- Service Policies and Procedures



PERSON SPECIFICATION

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Essential (E) / Desirable (D)

	QUALIFICATIONS AND EXPERIENCE		Method of assessment
1	Intermediate (Level 2) Incident Command Course	D	Application form
2	To have completed the Watch Manager development (Career) pathway, or equivalent	D	Application form
3	Able to demonstrate competence in the role of a Watch Manager through maintained record of training on SBTAP or equivalent and be substantive in Watch Manager role	E	Application form
4	To be able to demonstrate experience in a Watch based Watch Manager role and a Specialist [Training Centre, Ops Planning and Policy, Business Safety, Community Safety, Support Officer] Watch Manager role	D	Application form
5	Leadership qualification	E	Application form
6	Coaching in the Fire Service (equivalent to level 5)	D	Application form
7	NEBOSH General Certificate or equivalent	D	Application form
8	IOSH Managing Safely qualification or equivalent	E	Application form
9	Safeguarding Adults and Children 1- day course	D	Application form
10	TRiM Practitioner/ Manager training	D	Application form
11	National Structured Debrief course or equivalent	D	Application Form
12	Complaints Investigation Training	D	Application form
13	To have successfully completed the Fairness for All programme or equivalent diversity and inclusion training	E	Application form
14	Knowledge and experience of contract arrangements, standing orders, procurement processes and project management, and other corporate policies and procedures	D	Application form
15	Level 3 Certificate in Fire Safety	D	Application form
16	IFE Level 3 Certificate	D	Application form

PERSONAL ATTRIBUTES, QUALITIES AND SKILLS			
17	To be able to demonstrate effective management and leadership	E	Assessment and Interview
18	Willingness to undertake roles across the various disciplines within the Service	D	Assessment and Interview
19	Able to demonstrate the Organisation's values and commitments	E	Assessment and Interview
20	Able to demonstrate an inclusive approach to work, including community initiatives, work based projects and working with teams	E	Assessment and interview
21	Excellent problem solving and analytical skills	E	Assessment and interview
22	Able to identify, accept, embed and promote organisational change across all levels	E	Assessment and interview
23	Able to satisfy the fitness and medical standards required for the role	E	Pre-employment check
24	Hold a full, valid UK driving licence (car)	E	Application form
25	Commitment to continuous professional development [over and above that required to achieve CPD payment] in order to maintain excellent standards and offer service delivery improvements and innovations	E	Assessment or interview

NB – Desirable qualifications/attributes will be offered or supported during development periods and must be undertaken to gain competence