

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Watch Commander B
Salary Grade:	WCB
Team:	Fire Control
Service Area:	Fire & Rescue Service
Primary Location:	Fire Service Control, SHQ, Warwick Street, Leamington Spa
Political Restriction	This position is not politically restricted.
Responsible to:	Station Commander Fire Service Control
Responsible for:	Crew Commanders (Control) and Firefighters (Control)

Role Purpose

To provide management and supervision of the Fire Control function to fulfil the Fire and Rescue Service's statutory duty and ensure an effective response to emergency incidents. This includes dealing with emergency calls for help and mobilising appropriate resources to fires, road traffic collisions and other emergencies, in line with the mobilising strategy.

To maintain the strategic fire cover in Warwickshire, to manage the day to day delivery of emergency fire service operations and to provide a liaison point between the incident and senior management, councillors and other agencies.

To lead on key project work across the Service, including the upgrade of the mobilising system, communications systems and availability systems.

Deputise for the Station Commander Fire Control.

Role Responsibilities

Operational Response:

1. Provide management and supervision of the Fire Control function to ensure an effective response to emergency incidents.
2. Be responsible for implementing the mobilising strategy using appropriate decision making and having ultimate discretion to allocate and mobilise resources to incidents dependant on professional judgement.
3. Manage day to day resource management to maintain strategic fire cover.
4. Implement and monitor the effectiveness of 999 call challenges. This information then supports the Service when reviewing the weight of response to incidents.
5. Conduct post incident debriefs and ensure learning is passed promptly to Operational Support.
6. Assist with Operational Assurance processes.

Management, Supervision and Training:

1. Provide supervision, training and support to staff including conducting appraisals, monitoring staff competencies, and recording competencies on the Personnel Development System
2. Manage performance issues as appropriate.
3. Plan, organise and deliver training sessions including exercises.
4. Conduct quarterly monitoring reports on behalf of the Station Commander.
5. Produce and monitor Competency Based Training (CBTs), Lecture Packages and Questions Masters.
6. Create personal development plans and address performance issues recorded within PDPs.
7. Support and mentor personnel in their development.
8. Maintain personal competencies in line with the Role Map.
9. Ensure the dissemination of safety critical information to staff.
10. Oversee the recruitment and selection of new personnel as required.
11. Assist with the induction training of staff as required.

Other duties:

1. Produce performance information, and identify and manage organisational risks.
2. Monitor and manage various IT systems e.g. Vision, DS3000, Call logger. Recognising critical issues and reporting and informing stakeholders as appropriate. Implementing any remedial or business continuity action that may be required e.g. going into fallback.
3. Chair and attend team meetings and briefings as required.
4. Assist with the management of local budgets as required.
5. Carry out key project work, including upgrades to the Command and Control system, DS3000 etc.
6. Deputise for the Station Commander as required.

Health and Safety:

1. Ensure compliance with WFRS Health and Safety policies and procedures.
2. Plan, organise and execute respective H&S inspections, COSHH and Environmental Audits.
3. Provide input into specific H&S projects, policies, procedures and risk assessments, including members of the Practitioners Forum.
4. Complete Adverse Event and H&S investigations.

Equalities:

1. To uphold the WFRS Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.
2. To promote and deliver fair and quality services that are sensitive and responsive to all service users.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Able to convey information both verbal and written in a logical and concise manner	A,I
Ability to use a range of IT software to file and manage information	A,I
Able to effectively manage and supervise staff	A,I
Able to coach, mentor and instruct colleagues	A,I,P
Able to gather and interpret information & data from a number of sources, recognising risk critical elements and acting accordingly	A,I
Able to work as a member of a team and also individually	A,I
Able to recognise and handle accordingly information of a highly confidential or extremely sensitive nature	A,I
Ability to effectively plan and manage workloads (own and team members) to meet deadlines, prioritising as required	A, T,I
Successfully completed the Vision C&C Supervisory functionality assessment	T
Successfully completed the DS3000 Supervisory functionality assessment	T
Hold IOSH qualification	A,I,D
Hold A1 Assessor qualification	A,I,D
Able to recognise and interpret alerts/behaviours of core mobilising equipment which suggests/leads to a critical failure	A,I,T
Able to manage a range of operational incidents (to include spate conditions)	A,I

Desirable Criteria

Assessed By:

Good working knowledge of Control Room mobilising systems infrastructure and associated impact of any failures	A.T
Good working knowledge of Gartan Administrative function	A
Experience of writing SOs, OTIs, O22s etc	A
Experience of writing risk assessments	A
Good understanding of all duty systems to support effective resource management	A

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These

are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input checked="" type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input checked="" type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours
<input checked="" type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input checked="" type="checkbox"/> Other (please specify):	Exposure to variety of 'challenging' and/or 'distressing' calls from members of the public.

