

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 Manager	JEID	
Salary Grade:	Watch Manager B		
Team:	Risk Management & Assurance (RM&A)		
Service Area:	Fire and Rescue		
Primary Location:	Fire and Rescue Headquarters (Leamington Spa)		
Political Restriction	This position is not politically restricted.		
Responsible to:	RM&A Manager		
Responsible for:	N/A		

Role Purpose

Watch Manager Role Map

Ref	Title
WM1	Lead the work of teams and individuals to achieve their objectives
WM2	Maintain activities to meet requirements
WM3	Manage information for action
WM4	Take responsibility for effective performance
WM5	Support the development of teams and individuals
WM6	Investigate and report on events to inform future practice
WM7	Lead and support people to resolve operational incidents
WM9	Support the efficient use of resources
WM10	Acquire, store and issue resources to provide service
WM11	Respond to poor performance in your team
A1	Assess candidate performance

The Risk Management & Assurance Team oversee the Community Risk Management Plan (CRMP), planning process.

- Risk Analysis & Risk Management
- Strategy, Delivery Plan & Team Plan Development & Coordination
- Performance & Outcomes
- Assurance

This role will support all aspects of our CRMP planning process, however the primary purpose will be to support the assurance element. By providing efficient and effective coordination and delivery of service assurance, focussing on, but not limited to operational and response assurance.

Role Responsibilities

- To support the delivery of the WFRS Assurance Management Framework and Annual Assurance Programme.
- Development and administration of the operational assurance process to ensure that users have access to appropriate guidance, support, and training.
- Coordination of the station assurance process, ensuring that the relevant information is communicated in advance of planned visits.
- To support our 2nd Line of Defence Assurance by carrying out independent assurance assessments.
- Coordination and monitoring of action plans developed from organisational assurance processes.
- Analysis, collation, and provision of statistical information and written reports for the management teams, service meetings, and governance meetings as and when required.
- Attendance and contribution at relevant service meetings.
- Ensuring assurance process and procedures are aligned to best practice (WCC/NFCC/National Guidance).

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:

Excellent administration, coordination, and planning skills	A & I
Excellent problem-solving skills	A & I
Excellent interpersonal and communication skills, both written and verbal	A & I
Highly organised, and able to pay attention to detail	A & I
Ability to work independently under pressure and meet deadlines	A & I

Ability to work with people both internally and externally, at all levels	A & I
Ability to work flexibly according to demand and adapt to new skills	A & I
Ability to use Microsoft applications including, Word, Excel, Outlook, PowerPoint & Teams	A & I
Ability to influence others.	A & I
Holds a full current and valid driving licence	A & D

Desirable Criteria

Assessed By:

Knowledge and understanding of assurance processes.	A & I
Knowledge and understanding of Operational Assurance.	A & I
Knowledge of NFCC National Operational Guidance.	A & I

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 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 type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching

<input 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 type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input 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 type="checkbox"/> Other (please specify):	