

## Job Description

<b>Post Title:</b>	Watch Manager		
<b>Directorate:</b>	Operational Response		
<b>Department:</b>	Operational Response		
<b>Location:</b>	Leicestershire Fire and Rescue Service Headquarters		
<b>Grade:</b>		<b>Date:</b>	May 2020

<b>Responsible To:</b>	Station Manager
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<b>Liaison With:</b>	Crew Manager Fire Fighters Support staff
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### **Purpose of Job:**

Contribute to the protection of people and making communities safer by:-

- Managing people and their activities to ensure effective service delivery.
- Supervising and delivering district or department plans
- Managing the maintenance and response of the emergency service.
- Providing leadership and support at incidents.

## **Main Activities, Duties and Responsibilities:**

### **Specific**

1. To attend operational incidents as directed and ensure that all resources are used safely, effectively and efficiently.
2. To be responsible for the efficient and effective management of the watch in accordance with Service Policies and procedures.
3. Direct line manager to Watch members both permanent and temporary.
4. Assist with the formulation of Standard Operating Procedures.
5. Assist with the Service representation on Local Strategic Partnerships and other appropriate forums, such as crime and disorder, aimed at reducing the need for intervention and improving Community Safety.
6. Manage the Community Safety activities by the Watch in accordance with the Station/Group Plans.
7. Monitor the effectiveness of training provision within the Watch and identify areas of weakness and improvements required.
8. Ensure that all members of the Watch are competent to carry out operational activities.
9. Manage hydrant maintenance and open water supply inspection by the Watch in accordance with the Station/Group Plans.
10. Manage risk information records and inspections in accordance with the Station/Group Plans.
11. Ensure that all appliances, equipment and Watch personnel are in a state of operational readiness at all times.
12. Manage devolved budgets, where appropriate, in accordance with Service Policies and Procedures.

### **General**

1. Implement Service Policies and in particular, to challenge behaviour that compromises peoples' values or safety.
2. Participate in the Personal Development Review process
3. Attend operational incidents as required in command or command support functions appropriate to the role
4. Manage information for action and take responsibility for effective performance.
5. Attend Area/Group meetings as required and contribute to Service development.
6. Assist in projects as required by the Group Manager.
7. Attend internal and external training courses as required.

### **Other**

1. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
2. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
3. To carry out such duties as may from time to time, be agreed and directed by the Chief Fire Officer which are commensurate with the grading of this post.

## Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

**Signature of Post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

## Additional Information for Job Evaluation

<b>Budget Directly Responsible For:</b>	
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<b>Budget Indirectly Responsible For:</b>	
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<b>Number of employees Responsible For:</b>	
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<b>Qualifications and Experience Required:</b>	
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