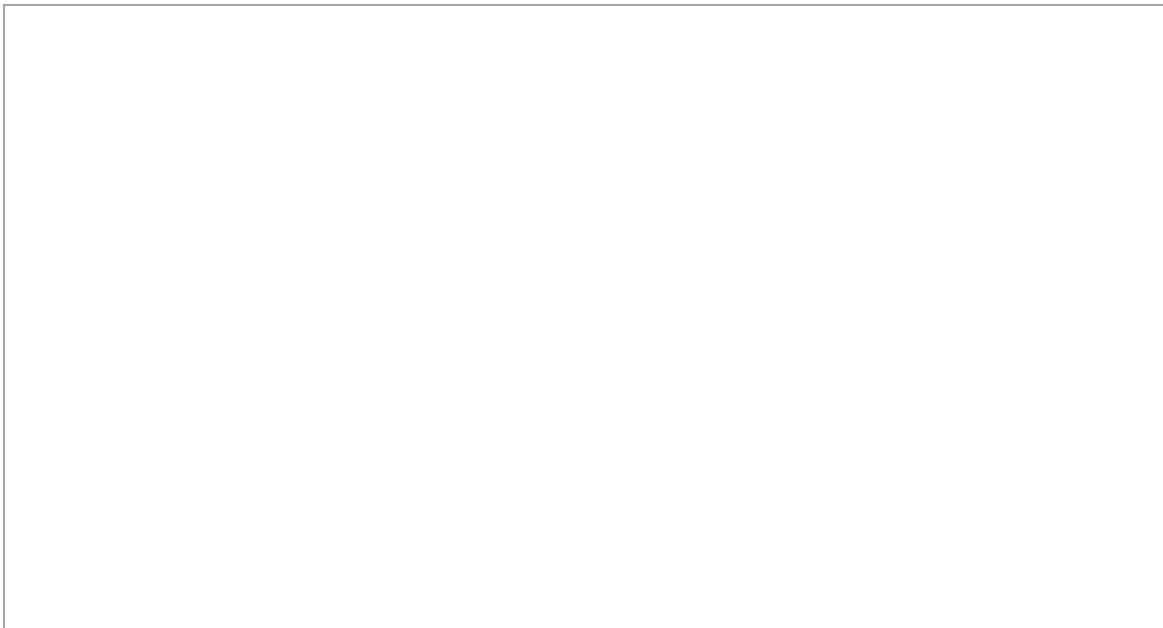
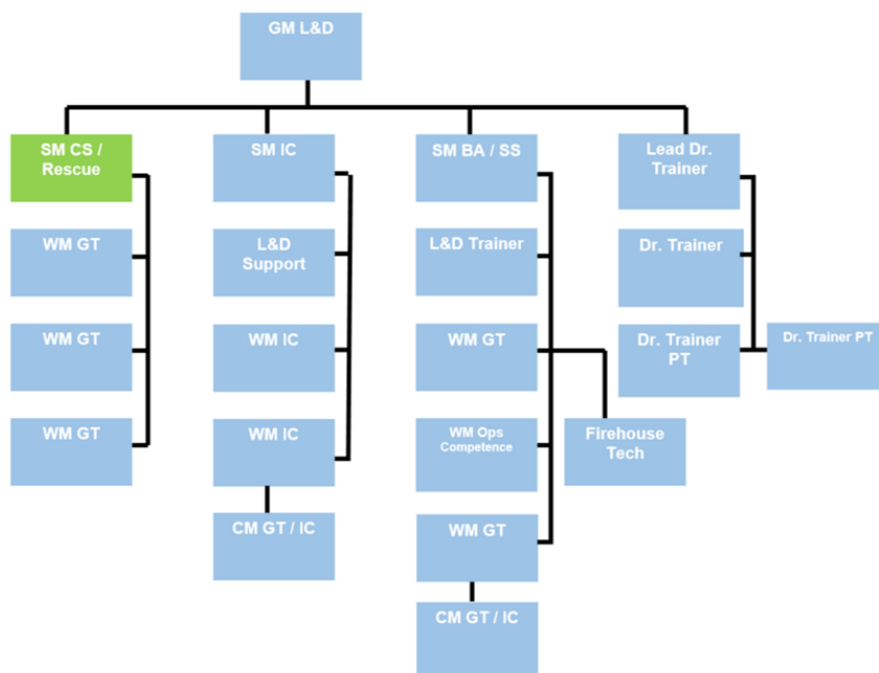


Job Title:	Station Manager – Rescue / Core Skills		
Post Reference		Permanent/	Permanent
Role:	Station Manager B	Hours:	Flexible Duty System
Reports to:	Group Manager – L&D		
Line Management responsibilities: (Direct and Indirect)	Responsible for the direct line management of 3 WM General Trainers		
Directorate / department:	Human Resources & Learning and Development		
Location:	Training Centre, Whitley Wood		
Politically restricted:		No	
Level of DBS Check Required	<input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Main Purpose of the Job:			
<p>Responsibility for the management of centrally delivered training events, and supporting the GM (L&D) in assuring that L&D training provision meets the needs of the operational work force. Utilising the day-to-day resources of WM Trainers, and liaising with the GM (L&D) and the other L&D Station Manager's.</p> <p>To provide direct line management for three WM General Trainers, supporting them in the delivery of their subject lead references, aligned to operational qualifications.</p> <p>To assure that the planning, design and delivery of training events aligns to organisational policies and procedures, and National Operational Guidance.</p> <p>To operate at operational incidents at Level 2 (intermediate) and in specialist roles within the Incident Command System.</p>			



Organisational Structure



Role Map Duties and Responsibilities

<p>EFSM2. Lead, monitor and support people to resolve operational incidents</p>	<ul style="list-style-type: none"> • Review and determine incident status, collecting and analysing relevant information • Assume responsibility and implement action to support those involved in the incident • Debrief people following incident resolution
<p>EFSM3. Determine solutions to hazards and risks identified through inspection</p>	<ul style="list-style-type: none"> • Plan inspections and investigations • Implement inspections and investigations • Respond to findings following inspections and investigations

and investigation	<ul style="list-style-type: none"> • Present evidence at formal proceedings
EFSM10. Plan and implement activities to meet service delivery needs	<ul style="list-style-type: none"> • Plan and allocate work activities to meet service delivery needs • Agree budgets and resources for work activities • Implement and evaluate work plans to achieve objectives • Make recommendations for improvement to work activities
EFSM12. Manage the effective use of resources	<ul style="list-style-type: none"> • Plan the use of physical resources • Obtain physical resources • Ensure the availability of supplies • Monitor the use of physical resources
EFSM13. Select required personnel for employment	<ul style="list-style-type: none"> • Identify personnel requirements, including numbers, skills and experience required • Select required personnel and recommend improvements to the selection process
EFSM14. Manage the performance of teams and individuals to achieve objectives	<ul style="list-style-type: none"> • Allocate and delegate work to teams and individuals • Agree objectives and work plans with teams and individuals • Assess the performance of teams and individuals • Provide feedback to teams and individuals on their performance • Resolve performance issues with teams and individuals
EFSM15. Develop teams and individuals to enhance workplace performance	<ul style="list-style-type: none"> • Identify the development needs of teams and individuals, and plan their development • Develop and deliver learning and support for teams and individuals • Evaluate their development and help individuals to assess their own progress
FSM16. Manage yourself to achieve work objectives	<ul style="list-style-type: none"> • Organise and structure personal work activities to achieve objectives • Develop and continuously improve productive working relationships • Implement personal development plan to continuously improve personal performance
EFSM17. Provide information to support decision making	<ul style="list-style-type: none"> • Obtain information for decision making • Record and store information • Analyse information to support decision making • Advise and inform others

Key responsibilities and Deliverables

- Responsible for the direct line management of 3 WM General Trainers
- Contribution for identified spend on budgets F22-404 and F22-405.
- Respond to operational incidents at Incident Command Level 2 (intermediate) and as Specialist Officer as required
- Manage and supervise the day-to-day delivery of training courses which support

the maintenance of operational qualifications.

- Manage and oversee quality assurance and standardisation processes within areas of responsibility
- Liaise with the other L&D SM's, and support WM subject leads in the balanced use of WM instructors and resources
- Assess candidates at Incident Command L1/2 when required
- Support WM subject leads in the design and planning of training courses which support the maintenance of operational qualifications, and align to National Operational Guidance
- Assure the effective management of records for accreditation and audit, and provide support for WM subject leads in course evaluation to improve future training delivery
- Performance manage line reports and ensure development opportunities are provided for staff to progress within their role and towards other roles as required
- Assure compliance with organisational policies, procedures, safe systems of work and departmental guidelines
- Act as L&D department representative on internal and external projects, working groups or committees commensurate with role level
- As requested, prepare and deliver reports to GM (L&D) and appropriate forums e.g. Workforce Planning Group
- Carry out accident investigations, when required
- Liaison with station-based ARA Instructors in support of WM subject leads
- Act as a CAVA assessor and IQA verifier
- Deputise for the GM (L&D) as appropriate

Personal Specification

Qualifications and training	On recruitment	After Training
CAVA assessor	X	
Trainer qualification (AET)	X	
Current EU driving licence	X	
Complete appropriate Health & Safety training (e.g. IOSH)	X	
Incident Command Assessor		X
IQA verifier		X
Incident command level 2 (intermediate)	X	

Knowledge, skills and experience	On recruitment	After Training
Knowledge of the fundamental principles of learning and development	X	

e.g. design, assessment, assessing needs and evaluation.		
Have an understanding of National Operational Guidance (NOG) and it's impacts on operational training	X	
Have an understanding of role specific guidance, such as Defra Flood Rescue Concept of Operations, Rescue Boat Code, etc	X	
Interpersonal skills – able to develop good working relationships, lead and influence people.	X	
Communication skills – able to deliver information effectively to a range of audiences both written and verbally	X	
Have a broad understanding of operational procedures, competencies and qualifications	X	
Have a strong aptitude for delivering training e.g. presentation skills.	X	
Computer literacy (Word, Excel, Outlook, PowerPoint) and working knowledge of Service ICT systems (Firewatch, Smart Assessor, Learning Management System)	X	
Practical experience of a full range of operational incidents	X	
Awareness of the operational training function within RBFRS	X	
Able to create and implement effective plans	X	
Recognises the potential political impact and implications of actions from a strategic perspective		X

Other Requirements

Ability to travel to other locations within the county of Berkshire
Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

RBFRS Behaviours

RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself
- Leading Others
- Leading the Function
- Leading the Service

Personal Impact	Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies. Take responsibility for your own performance (including personal fitness) and participate positively in development activities.
Working Together	Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
Service Delivery	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.

	Demonstrate commitment to helping the service achieve its corporate commitments and vision.		
Safety and Wellbeing	Practice and Promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.		
Profile prepared by:	Chris Kendall, GM (L&D)		
Approved by:	Becci Jefferies, HHR and L&D		
Profile effective from:	09/12/2022	Last reviewed:	24/07/2024
Post holder name	Signature		
	Date		