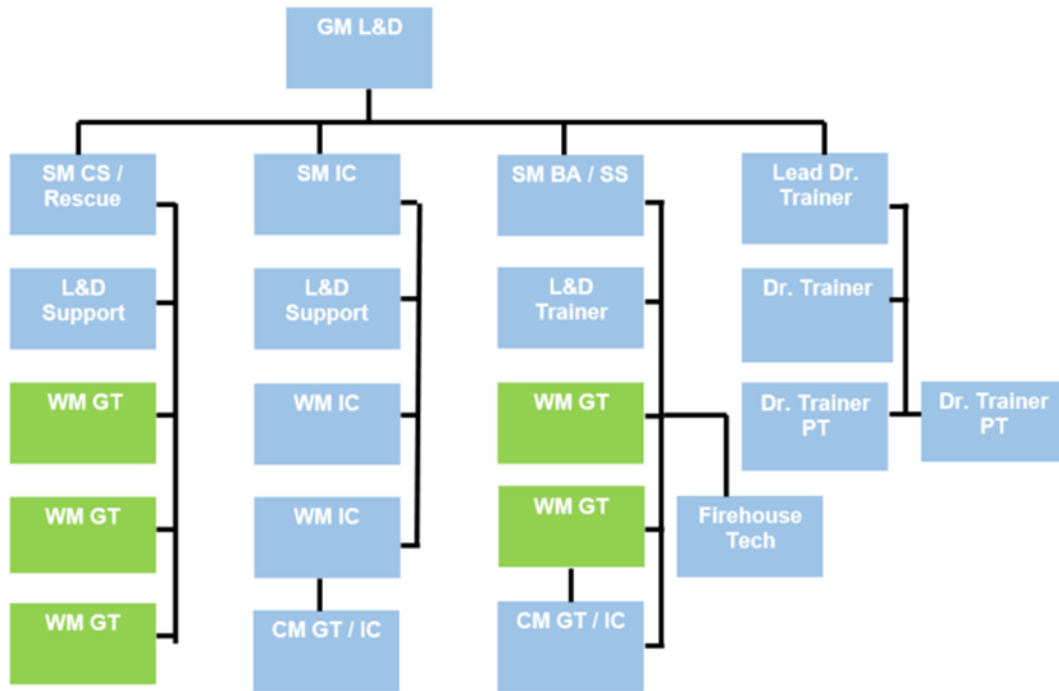


Job Title:	Watch Manager – General Trainer		
Post Reference		Permanent/ Temporary	Permanent
Role:	Watch Manager B	Hours:	42 hours – 9 day fortnight
Reports to:	Station Manager L&D		
Line Management responsibilities: (Direct and Indirect)	Possible line management responsibility for one member of staff within the L&D department depending on reference.		
Directorate / department:	Human Resources & Learning and Development		
Location:	Learning and Development Centre, Whitley Wood		
Politically restricted:		No	
<p>Main Purpose of the Job:</p> <p>Reporting to one of the L&D Station Managers, responsible for the design, planning and implementation of centrally delivered training and assessment of trainee, development and competent operational staff on behalf of the RBFPS Learning and Development Centre.</p> <p>Responsible for ensuring candidates are assessed and where necessary, supporting the design and implementation of development plans to support both the candidate and their Line Manager</p>			

Organisational Structure



WM1. Lead the work of teams and individuals to achieve their objectives

- Planning the work of teams & individuals
- Assess the work of teams & individuals
- Providing feedback to teams & individuals on their

WM2. Maintain activities to meet requirements

- Manage work activities to meet requirements
- Maintaining healthy, safe & productive working conditions
- Make recommendations for improvement to working practices & activities

WM3. Manage information for action

- Gather required information
- Informing & advising others
- Holding & facilitating meetings

WM4. Take responsibility for effective performance

- Take responsibility for personal performance
- Continually improve your performance through self-assessment and action to address your development needs.
- Establish and maintain effective working relationships with people
- Developing your skills to improve performance

WM5. Support the development of teams and individuals

- Contribute to the identification of development needs for individual / watch needs
- Prepare effective plans to meet identified performance gaps for individuals and teams
- Take part in the development of individuals and your watch as a whole
- Contribute to the assessment of performance improvements resulting from development activities

WM6. Investigate and report on events to inform future practices	<ul style="list-style-type: none"> • Gather information to support the investigation of an event • Reporting the findings & conclusions of an investigation.
WM7. Lead and support people to resolve operational incidents	<ul style="list-style-type: none"> • Planning action to meet the needs of the incident • Implementing action to meet planned objectives • Closing down the operational phase of an incident • Debrief people following incidents
WM9. Support the efficient use of resources	<ul style="list-style-type: none"> • Make recommendations for the use of resources • Contribute to the control of resources
WM10. Acquire, store and issue resources to provide service	<ul style="list-style-type: none"> • Monitoring & acquiring resources to meet service needs • Monitoring the storage of physical resources • Controlling the issuing of resources to support service delivery
WM11. Respond to poor performance in your team	<ul style="list-style-type: none"> • Provide constructive support to team members who are experiencing difficulties that affects their performance • Contribute to the implementation of disciplinary and grievance procedures
A1. Assess candidate performance	<ul style="list-style-type: none"> • Develop plans for assessing competence with candidates • Judge evidence against criteria to make assessment decisions • Provide feedback and support to candidates on assessment decisions • Contribute to the internal quality assurance process

Key responsibilities and Deliverables

The Watch Manager Trainer will: -

- Act as a WM subject lead in the planning, design, and co-ordination of their respective reference, ensuring that all products align to National Operational Guidance. Take a lead instructor role on set reference(s) to manage the delivery of training courses and the acquisition and maintenance of operational qualifications
- Lead on the respective reference area, including the allocation of instructors and resources to courses. Manage the deployment of instructor ARA's within the respective lead reference.
- Support L&D managers in the design and provision of the other training programmes and ongoing developmental work to improve training delivery
- Support, instruct and where qualified, assess on all other courses to maintain competencies and provide resilience to the L&D team.
- Assess candidates and complete any necessary reports, and provide continuous evaluation of courses to improve future training delivery.
- Provide effective management of records for accreditation and audit
- Support the safe operation of the fire house training facility, in accordance with RBFPS safe systems of work, including acting as an exercise director / BAi, and

- control room operator where required
- Advise, coach and provide feedback to students as appropriate
 - Assist, as a role-player or otherwise, with incident command training
 - Develop and maintain safe systems of work for all training events and environments
 - Support selection testing and trainee acquisition courses when required
 - Test and maintain training centre appliance(s) and operational equipment to ensure training resources are suitable and operational preparedness is maintained.
 - To maintain operational knowledge and skills through station visits and to refresh operational modules through training interventions and development days
 - To support Service Delivery by providing operational cover if required in spate or any other exceptional circumstances as directed by GM (L&D)
 - To carry out requests from Station Managers in line with role map or job profile which support operational training activities or benefits the L&D department

In addition to the 9-day fortnight shift pattern, Training Instructors are committed to working an additional 338 hours per annum on evenings and weekends for which an allowance is paid and additional leave provided.

Personal Specification

Qualifications and training	On recruitment	After Training
Competent in L1 Incident Command	X	
CAVA qualification or assessor training to required standard		X
AET qualification or suitable equivalent training e.g DAPS teaching course (AET will be provided after appointment if required)	X	
First Aid or IEC qualified	X	
Holding or willing and able to attain specialist instructor qualifications such as BAi, CFBTi and ICS Assessor		X
IOSH Managing Safely		X
WM Development and Assessment Pathway		X
LGV qualification		X

Knowledge, skills and experience	On recruitment	After Training
Knowledge of the fundamental principles of learning and development e.g. design, assessment, assessing needs and evaluation.	X	
Have an understanding of National Operational Guidance (NOG) and it's impacts on operational training	X	
Good interpersonal skills, able to clearly express oneself and engage with people at all levels	X	
Ability to use electronic systems to create training packages		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 Fire and Rescue Services	X	

<p>Other Requirements</p> <p>Ability to travel to other locations within the county of Berkshire</p> <p>Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.</p>

<p>RBFRS Behaviours</p> <p>RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below</p> <ul style="list-style-type: none"> • Leading Yourself <input type="checkbox"/> • Leading Others <input checked="" type="checkbox"/> • Leading the Function <input type="checkbox"/> • Leading the Service <input type="checkbox"/> 	
Personal Impact	<p>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.</p> <p>Take responsibility for your own performance (including personal fitness) and participate positively in development activities.</p>
Working Together	<p>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.</p> <p>Contribute to the development of others.</p>
Service Delivery	<p>Treat members of the public with respect.</p> <p>Respond to the different needs of individuals and groups within the organisation and in the community.</p>
Organisational Effectiveness	<p>Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour.</p> <p>Demonstrate commitment to helping the service achieve its corporate commitments and vision.</p>
Safety and Wellbeing	<p>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.</p>

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Profile prepared by:	Lee Brathwaite, GM (L&D)		
Approved by:	Becci Jefferies, HHR and L&D		
Profile effective from:	01/11/2020	Last reviewed:	18/04/2023
Post holder name		Signature	
		Date	