

HUMBERSIDE FIRE & RESCUE SERVICE

JOB DESCRIPTION

(Control)

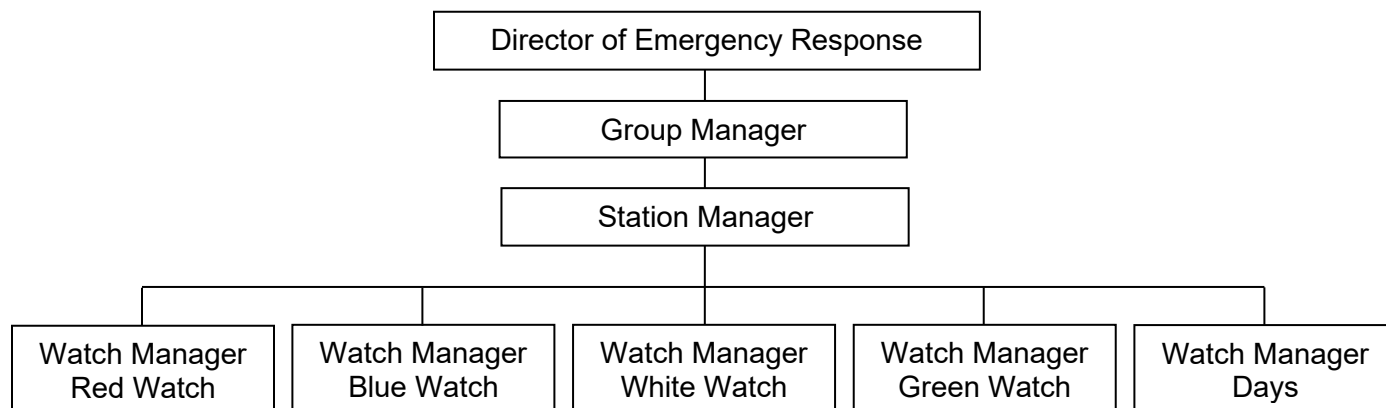
<u>POST TITLE</u> Watch Manager - Control	<u>POST NO.</u> TBC
<u>SECTION/DIVISION/LOCATION</u> Fire Control – Service Headquarters	<u>POST GRADE</u> Watch Manager
<u>OVERALL PURPOSE OF THE JOB</u> To plan and supervise the activities of Fire Control personnel to ensure the effective and efficient functioning of the Fire Control Room to support service delivery.	
<u>KEY ACTIVITY AREAS/MAIN DUTIES</u> <ul style="list-style-type: none">• Manage Emergency Call Handling and asset mobilising.• Plan and implement actions to resolve operational incidents.• Support operational incidents and supervise Control Room and Incident Room personnel as required.• Supervise the operational readiness of teams, Control Suite facilities and equipment.• Manage and support the delivery of information and advice to internal and external agencies in support of FRS response to protect the community, property and the environment.• Plan the work of individuals and teams to deliver Team / Fire Control Plans to meet Service objectives.• Supervise activities to deliver Team / Fire Control Plans to meet Service objectives.• Positively contribute to East Coast & Hertfordshire Control Room Consortium including supporting partner FRS as and when required.• Ensure health, safety and welfare measures are maintained in the workplace.• Collect information to achieve objectives and to support investigations.• Assess and provide feedback on the performance of individuals and teams.• Contribute to the identification of individual and team development needs.• Plan and deliver activities for the development of teams and individuals.• Plan, prepare, conduct and attend meetings to exchange information.• Prepare and present reports to inform and advise others.• Monitor and control resources to support effective service delivery.• Monitor and acquire resources to deliver objectives.• Positively contribute to implementing conduct and performance procedures.• Provide information to the Control Manager on all matters relating to operational preparedness.	
<u>NOTES:</u> <ul style="list-style-type: none">• The postholder may be required to perform other duties that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.• The postholder is required to comply with relevant legislation and policies and procedures of Humberside Fire Authority in the performance of his/her duties. Examples include acting in compliance with the provisions of equal opportunities, data protection and health and safety legislation, policies and procedures so far as they relate to the post and the postholder.	

<u>NATIONAL OCCUPATIONAL STANDARD (NOS) ROLE MAP</u>	<u>NOS UNITS</u>
Lead the work of teams and individuals to achieve their objectives	WM1
Maintain activities to meet requirements	WM2
Manage information for action	WM3
Take responsibility for effective performance	WM4
Support the development of teams and individuals	WM5
Investigate and report on events to inform future practice	WM6
Lead and support Control operations to resolve operational events	WM8
Support the efficient use of resources	WM9
Acquire, store and issue resources to provide service	WM10
Respond to poor performance in your team	WM11

RESPONSIBILITY FOR RESOURCES

- All employees share responsibility for data stewardship across Humberside Fire and Rescue Service. This includes managing data with integrity, accuracy, and confidentiality; ensuring adherence to relevant data governance policies; and contributing to the quality and security of information used in Service processes.
- Employees must use designated systems for data recording to maintain consistency, confidentiality, and data quality. As part of this duty, staff should take reasonable steps to ensure that data is accurate, complete, timely, and relevant to its intended purpose, including validating information, avoiding duplication, and reporting errors or inconsistencies. By supporting good data practices, employees help enable reliable decision-making and protect the value of Humberside Fire & Rescue Service's data assets

POSITION IN ORGANISATION



	Signature	Print Name	Designation	Date
Prepared by:				
Confirmed by:				
Received by:			Post Holder	

Note: The contents of this job description will be subject to regular review and amendment over time to ensure they continue to accurately describe the job requirements.