

# **HUMBERSIDE FIRE & RESCUE SERVICE**

## **JOB DESCRIPTION**

### **(Control)**

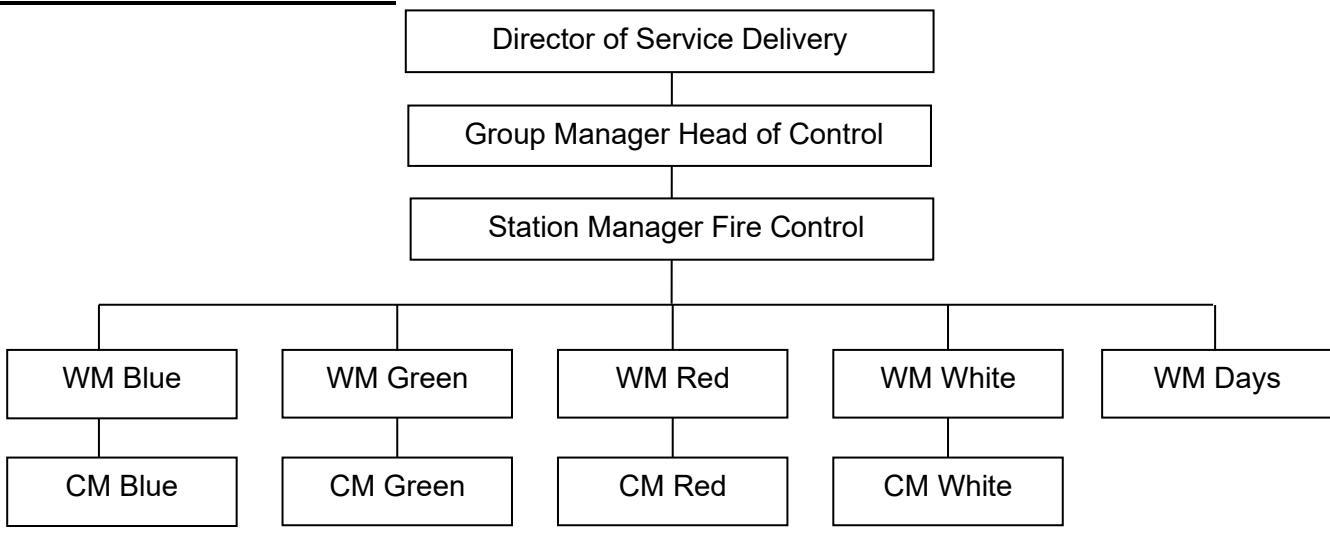
<b><u>POST TITLE</u></b>	<b><u>POST NO.</u></b>
Crew Manager - Control	H34BCM01/02, H34GCM03/04, H34RCM05/06, H34WCM07/08
<b><u>SECTION/DIVISION/LOCATION</u></b>	<b><u>POST GRADE</u></b>
Control – Service Headquarters	Crew Manager
<b><u>OVERALL PURPOSE OF THE JOB</u></b>	
As part of a team required to co-ordinate a Service response to operational events, maintain availability of information and resources, for emergency and non-emergency purposes	
<b><u>KEY ACTIVITY AREAS/MAIN DUTIES</u></b>	
<ul style="list-style-type: none"><li>• Supervise Fire Control Operators in relation to the operational aspects of their post</li><li>• Monitor and/or supervise the completion of routine duties, as scheduled</li><li>• Monitor and/or supervise the testing of mobilisation and communications equipment, and information systems</li><li>• Monitor and maintain organisational resource availability</li><li>• Facilitate the gathering and distribution of information to support emergency operations</li><li>• Maintain, update and distribute to relevant people, information relating to availability of appliances and personnel</li><li>• Manage the updating of management information systems</li><li>• Liaise with (internal and external) agencies regarding the maintenance of equipment and information systems</li><li>• Identify faults and complete 'first line' maintenance, relating to mobilisation and communications equipment</li><li>• Record and report faults relating to mobilisation and communications equipment</li><li>• Actively support the Watch Manager and deputise on occasions when required</li></ul>	
<b><u>NOTES:</u></b>	
<ol style="list-style-type: none"><li>1. 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.</li><li>2. 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.</li></ol>	

<b>NATIONAL OCCUPATIONAL STANDARD (NOS) ROLE MAP</b>	<b>NOS UNITS</b>
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

#### **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**



	<b>Signature</b>	<b>Print Name</b>	<b>Designation</b>	<b>Date</b>
<b>Prepared by:</b>				
<b>Confirmed by:</b>				
<b>Received by:</b>			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.