

South Wales Fire and Rescue Service

Operations Department

Job Description

Title: Watch Manager – Operations Department

Role: Watch Manager B

Purpose: Delivery of Operations Services

Responsible to: Station Manager

Responsible for: Managing an Operational Watch/
Delivery of Operations objectives

Key Responsibilities.

1. To attend operational incidents as required.
2. To represent the watch at meetings.
3. To organise and supervise the activities of personnel on their watch.
4. To analyse, investigate and report upon information.
5. To promote Health and Safety policy and procedures
6. To promote all aspects of fairness, equality and diversity

Key Tasks/Functions.

1. Liase with other watches and their Station Commander to identify suitable activities and projects for personnel on their watch. Organise and supervise the work of personnel as directed and support their training and development needs as appropriate. Take responsibility for watch-based community safety activities in relation to the station plan. **WM1
WM4
WM5**
2. Maintain own work activity and others activities to meet requirements of Operations Department. Contribute to healthy, safe and productive working conditions. Make recommendations for improvements to work activities. Carry out planned inspections and investigations as directed. Implement inspections and investigations and respond to the findings. **WM2
WM3**
3. Gather required information. Manage information for action. Inform **WM3**

and advise others. Specifically performance management information relating to operational stations and where required to collate, analyse and report on findings.

4. Contribute to the identification of development needs of station personnel. Contribute to planning the development of teams and individuals. Contribute to development activities. Contribute to the assessment of people against development objectives **WM5**
5. Investigate and report on events to inform future practice. Gather information to support the investigation of an event. Support the audit and inspection of WDS Stations. Implement the findings and conclusions of any investigation, audit or inspection. **WM6**
6. Lead and support people to resolve operational incidents. Plan action to meet the needs of the incident. Implement action to meet planned objectives. Close down the operational phase of the incident. Debrief people following events. **WM7**
7. Support the effective use of resources within the Operations Department generally and specifically for WDS Stations. Make recommendations for the use of resources. Contribute to the control of resources. Monitor, audit and assess the use of resources and assets of the Intervention Department. **WM9**
8. Acquire, store and issue resources to provide service to station personnel generally and specifically for watch personnel. Monitor and acquire resources to meet service demands of the organisation. Monitor the storage of resources. Control the issue of resources to support service delivery. **WM10**
9. Assess personnel and respond to poor performance on their watch. Contribute to implementing disciplinary and grievance procedures. **WM11**
10. Collate information for decision-making. Ensure that information is recorded and stored. Represent that information in a format that will support key-decision making for the Intervention Directorate and the organisation. **WM3**
12. Any other duties commensurate with the role and contained within the role-map.
13. To promote all aspects and ensure that the service's Welsh language scheme is adhered to at all times.
14. Observe and promote practices and activities, which are within the Health and Safety and Equal Opportunities Policies of the South Wales Fire and Rescue Service.