

Job Description

Post Title:	Station Manager		
Directorate:			
Department:			
Location:	Leicester, Leicestershire and Rutland Area		
Grade:	Station Manager	Date:	June 2022

Responsible To:	Group Manager
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Liaison With:	In the course of their duties and depending on their organisational role, Station Managers may be required to engage with all internal personnel and departments plus wide range of external stakeholders.
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Purpose of Job:

- Contribute to the protection of people and in making communities safer.
- Assist in the development, implementation and delivery of Service, Group and specific Area objectives via Supervisory Managers and ensure their effective and efficient implementation.
- Working with all relevant stakeholders to plan, organise and deliver Service objectives
- Respond to operational incidents adopting the appropriate role within the incident command system

Main Activities, Duties and Responsibilities:

1. Managing and assuring the quality of service for one or more functional areas.
2. Managing people and their activities to ensure effective service delivery and achievement of the organisations objectives, within Districts or function within their area of responsibility, with an emphasis on managing performance.
3. Managing resources and projects and communicating information to ensure continuous improvements.
4. Manage activities to ensure a working environment that is healthy, safe and productive.
5. Manage the efficient and effective use of physical and financial resources to support activities and to achieve the objectives of the Service's strategic plan and to ensure relevant safety matters and public relations in the community are managed effectively.
6. Manage and develop self and others; to improve personal and team performance and then identify and select people to achieve human resource planning and management objectives.
7. Manage information by establishing and maintaining horizontal and vertical communications to improve service delivery and to support and develop organisational goals.
8. Work with Group Managers, Station Managers and others within the service to coordinate and improve the performance of stations/functions and in achieving the Service's objectives of continuously improving delivery throughout the organisation.
9. Provide management support and leadership in the delivery of an emergency service as incident commanders and in other incident support roles.
10. To ensure that all tasks associated with this post are carried out to clearly reflect Leicestershire Fire and Rescue Service's Equality and Diversity policies.
11. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety policies at all times.
12. To undertake to carry out any such duties, as may from time to time, be agreed and directed by the Chief Fire and Rescue Officer, which are commensurate with the grade.
13. Station Managers with responsibility for districts which contain only On-call stations will also be jointly responsible for matters relating to the efficient operation of the On-call service generally - including recruitment and retention, training and the development of the service.

Other

1. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
2. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
3. To carry out such duties as may from time to time, be agreed and directed by the Chief Fire Officer which are commensurate with the grading of this post.

Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	
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Budget Indirectly Responsible For:	
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Number of employees Responsible For:	
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Qualifications and Experience Required:	
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