

Person Specification

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

Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
<i>Leading & Supervising</i>	Experience of leading, managing or supervising teams. Motivating, empowering coaching others to achieve organisational goals.	E	3
<i>Delivering Results & Meeting Customer Expectations</i>	A proven track record of innovation, change management and achievement in activities aimed at continuous improvement of quality services and satisfying customer needs.	E	3
<i>Analysing</i>	Proven experience and ability to analyse, interpret and present complex data/issues and matters to a range of audiences both orally and in writing.	E	2
<i>Achieving Personal Work goals & Objectives</i>	Experience of delivering multiple tasks within agreed timescales to achieve departmental plans and objectives. Maintain a high standard of work and shows flexibility to achieve targets.	E	3
<i>Applying Expertise & Technology</i>	Knowledge and experience of using I.T. and Software systems such as Word, Excel, PowerPoint.	E	3
	Proven record of sharing expertise amongst departments/stakeholders.	E	3
<i>Planning & Organising</i>	Experience of managing financial, physical and human resources to time, budget and quality outcomes to achieve organisational strategies and objectives	E	1
	Knowledge of developing organisational documents and plans.	E	1
	Possess up to date knowledge of handling employment issues	D	1
Equality and Fairness			

<i>Minimum requirement Particular EO requirement for the post</i>	Willing to undertake Security Clearance vetting	E	1
	Sound knowledge of and commitment to Equality, Diversity & Inclusion	E	1,2,3
<i>This is law and part 7 of the Code of Practice on the English Language requirements for public sector workers.</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	1,2,3
Qualifications and Training			
<i>Academic Professional Job related Vocational</i>	Incident Command Level 2	D	1
	Level 3 Leadership and Management qualification or equivalent practical experience at Watch Manager level.	E	1
Skills			
<i>Working with People</i>	Well-developed soft skills. Demonstrates ability to respect views of others, shows empathy, listens and supports. Builds teams and reconciles conflict	E	1
<i>Planning & Organising</i>	Highly developed organisational skills to balance competing priorities and to meet deadlines	E	1
<i>Deciding and initiating Action</i>	Highly motivated with energy and enthusiasm, personal resilience with a desire and track record of delivery and achievement	E	1
<i>Adhering to Principles & Values</i>	Demonstrates personal credibility and political awareness and sensitivity to support and enact processes at a political level	E	1,2
	Displays ethical standards commensurate with a public sector role and is a positive role model	E	1,2
	Takes accountability for own actions and decisions	E	1,2
<i>Creating and Innovating</i>	Produces new ideas, approaches, or insights; creates innovative products or designs; produces a range of solutions to problems.	E	2
<i>Applying Expertise & Technology</i>	Shows the ability to apply personal and professional skills in the workplace.	E	3
<i>Persuading & Influencing</i>	Outstanding interpersonal and communication skills to relate effectively, gain respect, trust and confidence of employees, Elected Members, Representative Bodies, the community and other stakeholders	E	1
<i>Coping with pressures & Setbacks</i>	Highly developed organisational skills to balance competing priorities and to meet deadlines	E	3

	Highly motivated with energy and enthusiasm, personal resilience with a desire and track record of delivery and achievement	E	3
	Takes accountability for own actions and decisions about major risk critical issues	E	3
Other			
	Possess a valid UK, EU or EEC driving license	E	1
	Must be willing to undertake a basic criminal record check	E	1
	The post holder will be required to regularly visit a range of locations within Leicester, Leicestershire and Rutland.	E	1
	Live permanently (or when appointed move) within the county of Leicester, Leicestershire and Rutland to provide tactical and operational cover, as required by the Combined Fire Authority	E	1

Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

Measures

1 = Application form

2 = Testing

3 = Interview

4 = Pre-screening

5 = Other (e.g.: DBS check/ Certificates)