



## **THE ROLE**

### **Operational Trainer (Watch Manager B)**

<b>Department:</b>	<b>Operational Training Department (OTD)</b>
<b>Role Code:</b>	<b>LD25</b>
<b>Grade/Role:</b>	<b>Watch Manager B</b>
<b>Reporting to:</b>	<b>Station Manager, Operational Training</b>
<b>Responsible for:</b>	<b>No line management responsibility</b>

#### **Job Purpose:**

To protect and save life, property, and the environment by designing and delivering high quality skills-based training across one or more operational training discipline. Continually developing training and training materials and providing support and proactive advice and guidance as subject matter experts.

#### **Main Duties and Responsibilities:**

1. To assist in the design and delivery of courses to personnel employed or attending Essex County Fire and Rescue Service premises.
2. To attend and successfully pass the courses required to meet OTD requirements. These will include (but are not limited to) RTC Instruction Course and the courses noted in Point 3.
3. To obtain an identified teaching qualification (level 3) and successfully complete an accredited level 3 Assessor course (assessing vocationally related achievement).
4. Maintain operational core skills in line with pdrPRO requirements and the "Day Duty Officer Rider" scheme.
5. To attend Occupational Health appointments and maintain fitness levels in line with Service requirements and standards.
6. To work flexibly to support operational training across the Service Area at Fire Stations, Training Centres and other locations identified as exercise venues or agreed by their Line Manager.

## Role Profile

7. To assess operational personnel in line with the OTD requirements, identify individual development needs and generate appropriate solutions for addressing those needs.
8. Completion of all required paperwork and processes to ensure compliance with the OTD Quality Assurance framework document.
9. Completion of all standard office-based activities including, but not limited to, responding to emails, completion of risk assessments, administrative tasks relating to course delivery, maintaining pdrPRO and deputizing for their Line Manager when and where appropriate.
10. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.
11. Any other duties commensurate with the responsibilities and grading of the post.