



THE ROLE

Control Watch Manager

Department:	Control
Role Code:	CO02
Grade/Role:	Control Watch Manager
Responsible to:	Station Manager Control
Responsible for:	Line management responsibility
Date Revised:	January 2019

Job Purpose:

To protect and save life, property and the environment by maintaining supervision and control of activities in the Control Room and being responsible for the efficiency of all work processes on watch.

Main Duties and Responsibilities:

1. To be proficient in all duties of a Control Watch Manager.
2. Take on a leading role in the event of an evacuation becoming necessary.
3. Co-ordinate and manage Major Incidents or high numbers of incidents during spate conditions etc. within the Control environment.
4. Take joint responsibility with the Station Manager Control for strategic movement of all Essex County Fire and Rescue Service (ECFRS) Appliances / Officers maintaining a skeleton cover at all times.
5. Take overall responsibility for movement of Fire-fighting personnel from one station to another, to ensure the maximum number of appliances is available at any time, to ensure fire cover across the County is maintained.
6. To ensure efficiency of all work processes relating to Control functions.
7. To undertake overall responsibility for staff on their Watch in all areas.
8. To prepare and deliver on Watch training. To assess Control Crew Manager development and/or maintenance of competence in-line with the National Role Maps.

Role Profile

9. To allocate duties and ensure that there are sufficient numbers on duty to maintain minimum crewing numbers, taking all necessary steps if below this level.
10. To implement and communicate new Policies, Procedures, Service Orders and any other information to all Watch members as appropriate.
11. Take an active role in monthly Control Management meetings.
12. To support the Shared Services Agreement with Bedfordshire Fire and Rescue Service. This will include carrying out the Control function, at the appropriate level commensurate to their role, in full and various levels of joint working between Essex and Bedfordshire FRS when required.
13. 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.
14. Any other duties commensurate with the responsibilities and grading of the post.