THE ROLE

Station Manager – Operational Training

Competency Management & Group Trainers

Department: **Operational Training**
Role Code: **TBC**
Grade/Role: **Station Manager**
Responsible to: **Group Manager – Head of Operational Training**
Responsible for: **Competency Management & Assurance Manager and Group Trainers**
Date Revised: **28 February 2024 (moved onto new template)**

Job Purpose:

To protect and save life, property, and the environment by managing the design and implementation of flexible and effective training solutions and ensure core development programmes are in line with the National Occupational Standards (NOS) and Service needs. To manage the service training needs analysis process to ensure that personnel receive development appropriate to their role at the appropriate time.

Main Duties and Responsibilities:

1. Manage a team of trainers and assessors to effectively deliver high quality operational training across several disciplines achieving a high level of learning outcomes.

2. Oversee the commissioning and design of new theoretical and practical training courses aligned to the National Operational Guidance Training Framework, Training Specifications and JESIP principles.

3. Effectively support and align to the department's Quality Assurance Framework.

4. Actively and positively contribute to change and project activity as required to support directorate strategy and in support of continuous improvement of the Directorate service offering.

5. Maintain operational core skills in line with pdrPro requirements and maintain operational competency. This is a requirement of the role and an essential condition to maintaining Grey Book terms and conditions.

6. Manage and develop self and others to improve personal and team performance and deliver objectives.

7. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager. Completing Manager Self Service (MSS) processes where appropriate.

8. Manage the efficient and effective use of resources to support activities and to achieve departmental and ECFRS objectives.

9. 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.