THE ROLE

Watch Manager, Community Safety Lead

Department: **Operations Service Delivery**
Role Code: **CC02**
Grade/Role: **Watch Manager**
Responsible to: **Operational and Community Risk Manager**
Responsible for: **Line management responsibility**

Job Purpose:

To protect and save life, property and the environment by liaising with all appropriate areas of the Service - including station-based personnel and the Group Commands, and partnership agencies – to promote and initiate the Services that are available to reduce community and operational risk and support the most vulnerable within our community.

This includes identifying and mitigating risk within Operations, communities and the environment; ensuring there is a working smoke alarm in every household, focusing on areas identified as higher risk by the organisations Integrated Risk Management Plan and Local Risk Plans; working with partner agencies to meet the social needs of vulnerable members of our community; ensuring operational risk is identified, communicated and managed effectively across the organisation.

Main Duties and Responsibilities:

1. To identify emerging risk, through local knowledge and the use of data. Maintain relationships with Service Business Partners to enable their delivery of risk reduction / prevention activities. Be a point of contact for Station and Watch managers regarding operational and community risk issues.

2. To assist Station Managers by providing an overview of internal and external prevention and community safety activities, local and emerging risks, and maintaining engagement between the stations and external organisations. To assist with the gathering of information to enable Station managers to complete local risk plans.

3. To support the Operational Community Risk Manager with the identification of operational risk and the gathering of information to mitigate that risk.

4. To support Stations with training and exercising to mitigate risk in their area.

5. To maintain collaborative working with local partners to minimise the risk to the public and maximise the safety of firefighters through information sharing and joint working.

6. To support station-based personnel to effectively deliver community safety, in line with the Group Operational and Community Risk plans, and other plans as appropriate.

7. To attend meetings as directed by their line manager, including supporting and promoting national and local prevention and community safety campaigns in line with local and national agendas.

8. To ensure that any referrals received are passed to the appropriate department for processing, including safe-guarding referrals, in line with current policy.

9. To support Station Mangers in their delivery of Tactical after Incident Response campaigns, and the Strategic after Incident Response process.

10. Provide line manager responsibilities, including of Community Safety Officers and Community Builders

11. Work flexibly to deliver risk critical work this may include occasional evenings and weekends to ensure that levels of skills and knowledge are maintained to a high standard. All work will be in line with Grey Book conditions.

12. To maintain relationships through joint working with Prevention and Community Safety partners and any other meetings or partnership events as necessary.

13. Undertake all people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc., completing all Manager Self Service (MSS) processes as required

14. Provide leadership, management and development to support team members to perform their roles competently and achieve team objectives or targets.

15. 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.

16. Any other duties commensurate with the responsibilities and grading of the post.