

**JOB DESCRIPTION**

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| **Job Title**  | RDS Crew Manager |
| **Responsible To**  | Retained Watch Manager |
| **Responsible For**  | Retained Firefighters |
| **Grade** | RDS Crew Manager  |
| **Hrs** | Minimum of 60 hours cover  |
| **Location** | E72 Great Harwood |
| **Other terms and conditions** | National Joint Council for Local Authorities Fire Brigades |

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer. This is what we are here to achieve. We seek to do this by delivering prevention, protection and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

**Our Priorities**

* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Valuing our people so they can focus on making Lancashire safer.
* Delivering value for money in how we use our resources.

The way we work to achieve Our Priorities is as important as what we do.

**STRIVE’** reflects the Service’s on-going desire to make great effort to achieve our purpose of making Lancashire safer:

* **Service:** making Lancashire safer is the most important thing we do and we work in a diligent and competent way.
* **Trust:** We trust the people we work with and we contribute to a positive workplace.
* **Respect:** We demonstrate consideration of others and we recognise how our behaviour may impact on others.
* **Integrity:** We do what we say we will do and we work in a professional, positive non-judgmental way.
* **Valued:** We actively listen and recognise the contribution of others whatever their role, background, ideas, views, or approach.
* **Empowered:** We are encouraged to contribute to decision making, to resolve problems and we are accountable for our decisions, actions and behaviours

You can read our full Integrated Risk Management Plan here: <https://www.lancsfirerescue.org.uk/wp-content/uploads/2018/01/Integrated-Risk-Management-Plan.pdf>

Job Role

The role of an RDS Crew Manager is primarily the day to day running and management of a Retained Unit.

Responsibilities

* Deal effectively and appropriately with performance issues through robust application of Lancashire Fire and Rescue Service Orders and HR Policies, including discipline, grievance, capability, performance and absence management.
* In accordance with Service Orders maintain appliances and equipment, ensure records are up to date and general maintenance and cleanliness standards are met.
* Lead, manage and support operational incidents in line with CM Role Map.
* To contribute to the training, development and subsequent maintenance of skills of station personnel as and when directed by the Watch Manager, through preparation/implementation of practical/theoretical training sessions, mentoring and coaching where required.
* To take responsibility for personal performance and competence by attending training events and meetings to support self-development as required, in order to meet organisational objectives.
* To be responsible for undertaking administration duties, as directed by the Watch/Station Manager outside of normal drill periods.
* Adopt and promote a positive working environment which embraces inclusion, equality, diversity and equal opportunities.
* To contribute to the effective management of all health and safety issues and associated risks, including undertaking operational risk assessments and communicating all relevant information to team.
* Participate and contribute to Community Safety projects and initiatives as directed by the line manager in order to fulfil the aims of Lancashire Fire and Rescue Service Community Safety Strategy.
* Demonstrate a commitment to personnel development, attend any relevant training courses and actively participate in the appraisal process.
* Membership of appropriate meetings, working parties and project groups (if requested).
* Promoting a positive image of the Service in dealings with all other organisations and members of the public.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
* The duties and responsibilities included in this job description should be regarded as illustrative rather than exhaustive and in any organisation, changes in emphasis may occur over time.
* Responsibility as part of the Watch Management Team for ensuring all Service Orders and amendments are communicated to team as and when issued, and that these are understood and followed.

**Further Information**

It is unacceptable for any LFRS employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. LFRS has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.

To this end, LFRS will screen all new entrants selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentially. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed.

**EMPLOYEE SPECIFICATION**

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| **Crew Manager** |
| **Qualifications**  | **Essential** | **Desirable** | **Assess By** |
| Competent Firefighter and passed a skills pathway and associated Incident Management Procedures Course | **x** |  | **A** |
| **Experience**  |  |  |  |
| Experience in the role of an operational firefighter dealing with a range of emergency incidents that may be attended by LFRS. | **x** |  | **A, I** |
| Experience of incident command experience at Crew Manager level.  | **x** |  | **A, I** |
| **Knowledge, Skills and Abilities**  |  |  |  |
| An ability to command an incident at Crew Manager level | **x** |  | **A, I** |
| Excellent practical skills for dealing with a range of emergency incidents that may be attended by LFRS | **x** |  | **A, I** |
| Ability to communicate effectively, both verbally and in writing | **x** |  | **A, I** |
| An ability to effectively lead, motivate and manage a team  | **x** |  | **A, I** |
| The ability to demonstrate confidence and resilience in difficult situations  |  |  |  |
| The ability to apply a knowledge of health and safety as it is applicable to the job role.  | **x** |  | **A, I** |
| The ability to demonstrate a commitment to inclusion, equality and diversity.  | **x** |  | **A, I** |
| The ability to demonstrate a commitment to Continuing Professional Development | **x** |  | **A, I** |

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| A -Application  | I-Interview | V-Verification |  T-Test | P-Presentation | R-Reference |

 **KEY**