

Job title	RFFS Watch Manager
Reports to	Fire Service Manager
Responsible for:	Watch Manager duties at both Cardiff & St Athan Airfields

1. Purpose and Scope

To assist and support the Station Manager in the effective management of the Rescue and Firefighting Service at both Cardiff Airport and St Athan Airfields, ensuring that the level of provision of service is maintained in accordance with Company standards at both sites.

In the absence of the Station Manager, act as overall Incident Commander of the Airport Fire Service at aircraft incidents involving rescue and/or firefighting to affect control or containment of the Incident and to control deployment of crews and equipment. To support and advise other responding emergency service personnel in ensuring a safe and effective incident command system.

2. Key Accountabilities and Role Outputs

The Watch Manager reports to the station Manager and senior to all Crew Managers and Firefighters on duty.

The Watch Manager may be rostered at the discretion of the Station Manager to provide such coverage as he/she sees fit at both Cardiff and St Athan airfields, notwithstanding any conditions outlined in a current contract of employment.

The Watch Manager is expected, whilst on duty, to adopt and undertake the following responsibilities.

- To organise and control the day-to-day fire service operations, ensuring compliance with all Health & Safety legislations, CAA requirements and regulations, Airport byelaws and Airport Standing Orders, RFFS operational procedures and requirements.
- Supervise, implement and record the station training programme as directed by the Learning and Development Manager and carry out competency-based assessments in accordance with Fire Service Training manual and the MOC's training scheme.
- Provide coaching and mentoring to ensure firefighters under their control receive continuous professional development within their role.
- Supervise the testing and inspection of all RFFS appliances and equipment as directed by the Assets Manager. Record and report result on the EMS

database in accordance with the Equipment Management System and operational procedures.

- Assume command at domestic incidents, road traffic accidents or special service calls until or unless relieved by a RFFS Station Manager or Local Authority Fire Service Officer.
- Assist Station Managers with the safe and effective production and implantation of local Fire Service procedures, station notices, safety instructions and memorandums.
- The Watch Manager is responsible to the Station Manager for organising and controlling the implementation and completion of daily routines to a satisfactory level.
- Report immediately any deficiencies in the level of RFFS protection and the availability of response to the Station Manager.
- Watch Managers are expected to abide by the National Occupational Standards in force at the time as contained within their role map.
- To act as Incident Commander in aircraft incidents involving rescue and/or firefighting to affect control or containment of the incident.
- Be able to lead and support people to resolve operational incidents.
- Take responsibility for effective performance of self and teams.
- Lead the work of teams and individuals to achieve their objectives.
- Carry out work-based performance reviews on teams and develop actions plans accordingly.
- To be thoroughly acquainted with all written instructions and procedures relevant to and including the Airport Manual, with particular reference to the Emergency Procedures.
- Carry out level 2 airfield surface inspections to ensure service delivery.
- To provide an efficient aerodrome fire service in accordance with standing instructions and procedures, ensuring availability of response as required by the Company standards or the Regulator.
- Undertake and be responsible on a shift working basis for the team briefings.
- To ensure the training of the Fire Service personnel in procedures and equipment in the areas of Fire and Rescue, snow clearing, First Aid and general airfield duties.
- To ensure that all staff delegated to them are aware of their duties and have due regard for the health and safety of themselves and others.
- They must demonstrate all the personal qualities and attributes as laid down in the national supervisory PQA framework.
- Successfully undertake any duties that fall within the Watch Manager role map, commensurate with the level of responsibility and expertise that is relevant to their workplace.

- Watch Managers will be expected to display high performance standards and these will be measured against their role map. This will be done through personal Development Reviews (PDR) and against their Knowledge Performance Indicators (KPI's).

Watch Managers are expected to carry out continuous professional development throughout their role to ensure that skills are current, relevant and valid.

The above duties are not exhaustive and the Company may require you from time to time and in exceptional circumstances, to do further ad hoc duties within your capability and capacity.

All job descriptions are subject to regular review and the Company reserves the right to make any reasonable adjustments to this job description as required.

3. Skills, Knowledge and Experience

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Be able to demonstrate continuous competence in the role of incident command and watch management in line with CAP 699 following completion of Incident Commander at IFTC. 	<ul style="list-style-type: none"> Hold a recognized qualification in the role of incident command.
Experience		<ul style="list-style-type: none"> Experience of Fire and Rescue in a supervisory role.
Knowledge	<ul style="list-style-type: none"> Able to understand and carryout basic fire ground calculations including area, volume and capacities. 	
Skills	<ul style="list-style-type: none"> Ability to use Microsoft Office programmes; PowerPoint, Word and Outlook. Great communication skills, both verbal and written. 	<ul style="list-style-type: none"> Ability to write reports. Carryout investigations
General	<ul style="list-style-type: none"> Display strong interpersonal skills. Be self-disciplined. Ability to self-motivate. 	

4. Health and Safety

It is our intention to demonstrate an ongoing commitment to improving health and safety at work throughout the airport. We will comply with all requirements of health and safety legislation.

In order to do this, all staff must have a good awareness and understanding of health and safety hazards and risks that may affect themselves, passengers or other people on-site and must comply at all times with excellence in conduct, behaviour and attitude.

Senior management will ensure that:

- adequate resources are provided for health and safety;
- health and safety is adequately assessed, controlled and monitored;
- Our people are actively involved in all aspects of creating and maintaining a healthy and safe working environment.
- It shall be the duty of every employer to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all his employees.

Employee Signature: _____ **Date:** _____