



JOB DESCRIPTION

Job Title:	Crew Manager
Department:	Service Delivery
Location:	Cheshire
Post Number:	CM
Grade/Role:	Crew Manager
Special Allowances:	None
Responsible to:	Watch Manager B

JOB PURPOSE

Provide leadership to the Crew and have responsibility for their day to day work activities. Monitor and manage performance, and provide training and instruction to address job related training and development needs to ensure that the required work objectives and targets are achieved. Plan and report on operational incidents, and plan for and promote safety awareness within the community.

PRINCIPAL RESPONSIBILITIES

Management

- 1 Take responsibility for the leadership and performance of employees, and provide a positive role model for both employees and the wider community in order to promote the values of Cheshire Fire Authority.
- 2 As part of the Station Management team, plan, organise, and assess the work of teams and individual employees, providing feedback on performance as necessary, in order to ensure that work objectives and targets are met.
- 3 Manage, assess and evaluate work activities and develop proposals for improvement to facilitate work objectives and ensure continuous improvement.
- 4 Identify and assess the training and development needs of individuals through appraisal, prepare plans to meet these needs, and evaluate their effectiveness to ensure that required improvements in performance are achieved.
- 5 Develop individuals and teams by suggesting ideas and options to meet their training and development needs, as identified in their Personal Development Plans, including the provision of coaching, job development, support and feedback to ensure that individuals are equipped with the necessary skills, knowledge and experience to fulfil their responsibilities.
- 6 Deal with conduct or performance related issues and any grievances raised at an informal level in order that such matters are effectively addressed and resolved swiftly and confidentially.

Community Safety

- 7 Plan for and promote safety matters and facilitate learning through demonstration, instruction, and partnership working to educate and inform the Community and improve awareness of community safety issues.
- 8 Inspect premises and report on risks to people, property and the environment to inform the development of safety solutions and minimise risks within the Community.
- 9 Continuously evaluate risk profiles to determine community risk reduction strategies and events.

Operational

- 10 Conduct investigations into fire related incidents and other emergencies as directed and produce and present reports to inform future practice and service delivery.
- 11 Plan and implement action in response to operational incidents and events as Crew Manager or in other incident support roles to ensure their effective resolution.
- 12 Provide feedback following operational incidents to ensure that risk-critical issues are addressed and successful actions are recognised and supported.
- 13 Supervise and monitor the maintenance of all operational appliances and equipment to ensure their readiness to respond to operational incidents.

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

Equality and Diversity

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

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