



JOB DESCRIPTION

Job Title:	Station Manager
Location:	Cheshire
Post Number:	SMB000
Grade/Role:	Station Manager B
Special Allowances:	20% Flexibility Allowance

JOB PURPOSE

Lead and manage the Station Management team, develop individuals, manage their performance and plan their work activities. Plan and implement action to resolve operational incidents, undertake investigations and report on incidents.

PRINCIPAL RESPONSIBILITIES

Management

- 1 Formulate, and be accountable for, the Station Plan and supervise the station planning process by allocating work activities, implementing and evaluating work plans, making recommendations for improvement as necessary, to ensure that service delivery needs are continually met
- 2 Recruit, manage and develop the Station Management team and provide appropriate support, guidance and coaching in order that organisational aims and objectives are achieved
- 3 Represent the Station on Performance Development Groups to ensure the continuous development of service provision
- 4 Identify by assessment the training and development needs of the Watch Managers and develop employees in line with their Personal Development Plans to ensure that they are equipped with the necessary skills, knowledge and experience to fulfil their roles
- 5 Manage the use of physical resources and ensure their availability in order to meet operational needs
- 6 Foster positive relationships with the community through pro-active networking in order to promote safer communities through increased involvement and participation to develop awareness of service provision and have responsibility in support of target groups within the community. Eg Cadets
- 7 Monitor and control budgets within the designated area of responsibility to ensure that financial resources are used to maximum effect in compliance with financial regulations and procedures

- 8 Gather and analyse Community Risk Reduction risk assessments to ensure that trends are identified and addressed
- 9 Investigate performance and conduct related issues, and any grievances raised, in accordance with ACAS regulations and guidelines and internal policies and procedures in order to ensure that such issues are appropriately addressed and resolved.

Operational

- 10 Manage operational incidents, as Incident Manager or in other incident command support roles, through the assessment of incident status, the implementation of appropriate action and by conducting de-briefings to ensure their effective resolution
- 11 Plan and implement inspections and investigations and respond to findings in order to determine solutions or make recommendations to eliminate or minimise risk to people, property and the environment

Additional Responsibilities for Cheshire Fire & Rescue Service Employees

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 to 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 the 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 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 role and in any location covered by Cheshire Fire and Rescue Service.

Document Control	Date of Creation: September 2008	
Version	Date	Amended by (Initials)
.1	26112025	AF