



THE PERSON

Station Manager – Organisational Assurance

Criteria	Essential / Desirable	Method of Assessment
Qualification		
Level 4 or 5 standard of education (e.g. Certificate/Diploma of Higher Education or HNDs) or equivalent experience.	D	
Vocational Qualification - SMMI	D	
Management qualification (e.g. ILM, CMI, MA)	D	
Knowledge & Experience		
Previous practical experience of Operational Assurance including the application of audit and debrief processes.	E	
Good understanding of the discipline of project management and be able to evidence the recent use of these skills.	E	
Experience of managing a diverse group of staff to ensure effective service delivery.	E	
Experience of managing changing priorities and situations.	E	
Experience of planning the use of resources and contributing to financial decisions.	D	
An understanding of the Fire and Rescue Service and working with Trade Unions.	E	
Skills & Abilities		
Excellent written, verbal and presentation skills including the ability to produce and share complex information.	E	
Able to analyse and interpret data and information to support decision making.	E	

Person Specification

Excellent level of interpersonal and negotiation skills, able to communicate professionally and tactfully to build constructive relationships.	E	
Can effectively balance own work, priorities and deadlines against managing team(s).	E	
Able to identify the need to change and successfully lead teams through periods of change.	E	
Able to use professional judgement and diplomacy to make decisions.	E	
Confident in using ICT systems such as Word, Excel, Outlook, PowerPoint.	E	
Other		
The ability to travel around the county may be required.	E	Application Form
Willingness to work flexibly – the role will involve visiting OC stations during evenings and weekends.	E	Application Form
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E	Application Form
Contribute to a positive working environment ensuring commitment to equality and diversity.	E	Application Form