



THE ROLE

Station Manager – Organisational Assurance

Department:	Organisational Assurance
Role Code:	OP15
Grade/Role:	Station Manager
Responsible to:	Group Manager – Organisational Assurance
Responsible for:	<i>All staff as identified in the staffing structure for the Organisational Assurance</i>
Date Revised:	July 2024

Job Purpose:

Responsible for the day-to-day management of the Organisational Assurance (OA) Team and supports the head of Organisational Assurance in design and implementation of policies, procedures and guidance. Lead and manage interaction OA and other functions across the Service to maximise learning and safe practices for all colleagues.

Main Duties and Responsibilities:

1. To assist in managing Organisational Assurance members and policy and to ensure delivery against the Assurance Strategy.
2. To plan, lead, implement, deliver and review all aspects of Organisational Assurance including but not limited to;
 - a. The Service Debrief Policy.
 - b. The Service Audit Policy.
 - c. The Service Monitoring Officer Policy
 - d. Service Exercise processes.
 - e. Supporting Incident Command Assessments.
3. To support National Operational Learning (NOL) and Joint Operational Learning (JOL) processes within the Service, including reviewing internal learning against National criteria for shared information.
4. To support any internal gap analysis such as “No Time to Lose Campaign” to support the Service drive to continued improvement.
5. To support data capture and produce performance data reports following incidents and events in line with NFCC Good Practice Guide and internal requirements such as Business Continuity.

Role Profile

6. To support Incident Command Training and contribute to the interaction between the training team and the Organisational Assurance team with the view to maximize learning throughout the organisation.
7. To provide leadership and guidance to officers operating in the role of a Monitoring Officer.
8. To provide operational expertise, experience and knowledge to effectively develop and review organisational assurance guidance, policy and strategy, and play a key role within the consultation process to support this.
9. To make recommendations for the departmental contribution to the Services Strategic plan/direction.
10. To support the Service Continued Improvement Plans and Community Risk Management Plan through engagement and information sharing from Organisational Assurance processes.
11. To engage with internal and external stakeholders including other Fire and Rescue Services and other emergency services.
12. Manage and develop self and others to improve personal and team performance and deliver objectives.
13. Responsible for the effective management and timely resolution of people management issues which may include acting as an investigating officer or hearing manager. Completing Civica Manager Self Service processes where appropriate.
14. Manage the efficient and effective use of resources to support activities and to achieve departmental and Service objectives and continued development of the function as a pivotal cog in the future development and support across the Service.
15. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.