



THE ROLE

Watch Manager Organisational Assurance

Department:	Organisational Assurance
Role Code:	
Grade/Role:	Watch Manager B (Day Duty)
Responsible to:	Operational Assurance and Assessment Manager
Responsible for:	No line management responsibility
Date Issued or Revised:	March 2024

Job Purpose:

To protect and save life, property and the environment by providing Operational Assurance to the Service Leadership Team that as a Service we continually learn through application of HSG65 to meet our statutory duties by having operational policies and procedures that are applied effectively which reduce the risk to life, property and the environment within our communities and maintain our ability to respond to all foreseeable risks, in an efficient and effective way.

Main Duties and Responsibilities:

1. To support the Operational Assurance and Assessment Manager to ensure delivery against the Operational Response Strategy.
2. Support the review of all aspects of Operational Assurance, including but not limited to;
 - a. The Service Debrief Policy.
 - b. The Service Audit Policy.
 - c. The Service OASO Policy.
 - d. Supporting Incident Command Assessments.
3. To recognise and support opportunities for Joint Organisational Learning and to monitor/review outcomes from other national fire & rescue service(s) debriefs/investigations.

4. To recognise and support outcomes/information from the Health and Safety Executive; seeking opportunities to continually improve policies and procedures against HSG65.
5. To plan, lead, implement and conduct Station audits.
6. Support the analysis of operational information against policies, business plans and Key Performance Indicators; to evaluate and report to the Operational Assurance Group.
7. To support the integration of Incident Command Verifications, in particular between the OCAT and the OA Dept. with the view to maximize learning throughout the organisation.
8. To provide support and guidance to all officers operating in the role of an Operational Assurance and Support.
9. To provide operations expertise, experience and knowledge to effectively develop and review operational assurance guidance, policy and strategy; and play a key role within the consultation process to support this.
10. Support departmental contributions to the Services Strategic plan/direction
11. Support request for information, advice and guidance to key stakeholders relating to the range of operational assessment and assurance systems.
12. To deputise as required for the Operational Assessment and Assurance Manager in attending and participating in regional and national operational assurance groups/activities. Liaising with other Fire and Rescue Services and outside organisations, encouraging and supportive of the adoption of recognised 'best practice'.
13. Support and engage with internal and external stake holders on the identification and development of Operational Assessment and Assurance priorities and planning.
14. 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.