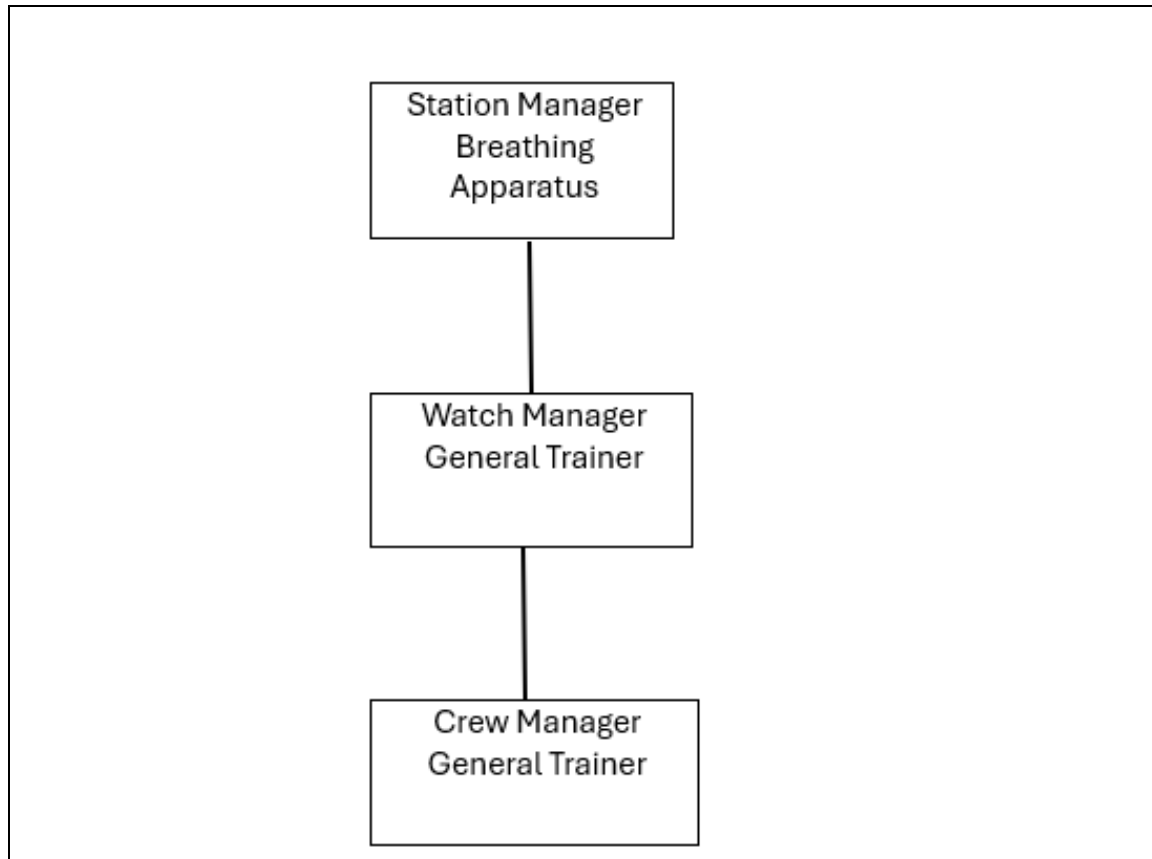


<b>Job Title</b>	Watch Manager – General Trainer		
<b>Post Reference</b>		<b>Temporary/Permanent</b>	Permanent
<b>Grade</b>		<b>Hours</b>	42 hours – 9 day fortnight
<b>Reports to</b>	Station Manager Breathing Apparatus		
<b>Line Management Responsibilities</b> (Direct and Indirect)	Possible line management responsibility for one member of staff within the L&D department depending on reference.		
<b>Directorate/ Department</b>	Human Resources & Learning and Development		
<b>Location</b>	Learning and Development Centre, Whitley Wood		
<b>Politically Restricted</b>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
<b>Level of DBS Check Required</b>	<input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> Enhanced (with barred Child) <input checked="" type="checkbox"/> Enhanced (with barred Adult)		
<b>Safeguarding Level Required</b>	<input type="checkbox"/> Level 1 <input checked="" type="checkbox"/> Level 2		
<b>Main Purpose of the Job</b>  <p>Reporting to one of the L&amp;D Station Managers, responsible for the design, planning and implementation of centrally delivered training and assessment of trainee, development and competent operational staff on behalf of the RBFRS Learning and Development Centre.</p> <p>Responsible for ensuring candidates are assessed and where necessary, supporting the design and implementation of development plans to support both the candidate and their Line Manager</p>			

## Organisational Structure



WM1. Lead the work of teams and individuals to achieve their objectives	<ul style="list-style-type: none"> <li>• Planning the work of teams &amp; individuals</li> <li>• Assess the work of teams &amp; individuals</li> <li>• Providing feedback to teams &amp; individuals on their performance</li> </ul>
WM2. Maintain activities to meet Requirements	<ul style="list-style-type: none"> <li>• Manage work activities to meet requirements</li> <li>• Maintaining healthy, safe &amp; productive working conditions</li> <li>• Make recommendations for improvement to working practices &amp; activities</li> </ul>

WM3. Manage information for action	<ul style="list-style-type: none"> <li>• Gather required information</li> <li>• Informing &amp; advising others</li> <li>• Holding &amp; facilitating meetings</li> </ul>
WM4. Take responsibility for effective performance	<ul style="list-style-type: none"> <li>• Take responsibility for effective performance</li> <li>• Continually improve your performance through self assessment and action to address your development needs.</li> <li>• Establish and maintain effective working relationships with people</li> <li>• Developing your skills to improve performance</li> </ul>
WM5. Support the development of teams and individuals	<ul style="list-style-type: none"> <li>• Contribute to the identification of development needs for individual / watch needs</li> <li>• Prepare effective plans to meet identified performance gaps for individuals and teams</li> <li>• Take part in the development of individuals and your watch as a whole</li> <li>• Contribute to the assessment of performance improvements resulting from development activities</li> </ul>
WM6. Investigate and report on events to inform future practices	<ul style="list-style-type: none"> <li>• Gather information to support the investigation of an event</li> <li>• Reporting the findings &amp; conclusions of an investigation</li> </ul>
WM7. Lead and support people to resolve operational incidents	<ul style="list-style-type: none"> <li>• Planning action to meet the needs of the incident</li> <li>• Implementing action to meet planned objectives</li> <li>• Closing down the operational phase of an incident</li> <li>• Debrief people following incidents</li> </ul>
WM9. Support the efficient use of resources	<ul style="list-style-type: none"> <li>• Make recommendations for the use of resources</li> <li>• Contribute to the control of resources</li> </ul>
WM10. Acquire, store and issue resources to provide service	<ul style="list-style-type: none"> <li>• Monitoring &amp; acquiring resources to meet service needs</li> <li>• Monitoring the storage of physical resources</li> </ul>

	<ul style="list-style-type: none"> <li>Controlling the issuing of resources to support service delivery</li> </ul>
WM11. Respond to poor performance in your team	<ul style="list-style-type: none"> <li>Provide constructive support to team members who are experiencing difficulties that affects their performance</li> <li>Contribute to the implementation of disciplinary and grievance procedures</li> </ul>
A1. Assess candidate performance	<ul style="list-style-type: none"> <li>Develop plans for assessing competence with candidates</li> <li>Judge evidence against criteria to make assessment decisions</li> <li>Provide feedback and support to candidates on assessment decisions</li> <li>Contribute to the internal quality assurance process</li> </ul>

## Key Responsibilities and Deliverables:

The Watch Manager Trainer will:

- Act as a WM subject lead in the planning, design, and co-ordination of their respective reference, ensuring that all products align to National Operational Guidance. Take a lead instructor role on set reference(s) to manage the delivery of training courses and the acquisition and maintenance of operational qualifications
- Lead on the respective reference area, including the allocation of instructors and resources to courses. Manage the deployment of instructor ARA's within the respective lead reference.
- Support L&D managers in the design and provision of the other training programmes and ongoing developmental work to improve training delivery
- Support, instruct and where qualified, assess on all other courses to maintain competencies and provide resilience to the L&D team.
- Assess candidates and complete any necessary reports, and provide continuous evaluation of courses to improve future training delivery.
- Provide effective management of records for accreditation and audit
- Support the safe operation of the fire house training facility, in accordance with RBFRS safe systems of work, including acting as an exercise director / BAi, and control room operator where required
- Advise, coach and provide feedback to students as appropriate
- Assist, as a role-player or otherwise, with incident command training
- Develop and maintain safe systems of work for all training events and environments
- Support selection testing and trainee acquisition courses when required

- Test and maintain training centre appliance(s) and operational equipment to ensure training resources are suitable and operational preparedness is maintained.
- To maintain operational knowledge and skills through station visits and to refresh operational modules through training interventions and development days
- To support Service Delivery by providing operational cover if required in spate or any other exceptional circumstances as directed by GM (L&D)
- To carry out requests from Station Managers in line with role map or job profile which support operational training activities or benefits the L&D department In addition to the 9-day fortnight shift pattern, Training Instructors are committed to working an additional 338 hours per annum on evenings and weekends for which an allowance is paid and additional leave provided.

## Person Specification

Qualifications and training	On recruitment	After Training
Competent in L1 Incident Command	X	
CAVA qualification or assessor training to required standard		X
AET qualification or suitable equivalent training e.g DAPS teaching course (AET will be provided after appointment if required)	X	
First Aid or IEC qualified	X	
Holding or willing and able to attain specialist instructor qualifications such as BAi, CFBTi and ICS Assessor		X
IOSH Managing Safely		X
WM Development and Assessment Pathway		X
LGV qualification		X

Knowledge, skills and experience	On recruitment	After Training
Knowledge of the fundamental principles of learning and development e.g. design, assessment, assessing needs and evaluation	X	
Have an understanding of National Operational Guidance (NOG) and it's impacts on operational training	X	

Good interpersonal skills, able to clearly express oneself and engage with people at all levels	x	
Ability to use electronic systems to create training packages		x
Communication skills – able to deliver information effectively to a range of audiences both written and verbally	x	
Have a broad understanding of operational procedures, competencies and qualifications	x	
Have a strong aptitude for delivering training e.g. presentation skills.	x	
Computer literacy (Word, Excel, Outlook, PowerPoint) and working knowledge of Service ICT systems (Firewatch, Smart Assessor, Learning Management System)	x	
Practical experience of a full range of operational incidents	x	
Awareness of the operational training function within Fire and Rescue Services	x	

## Other Requirements

Ability to travel to other locations within the county of Berkshire

Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

## RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Others**

### Leading Yourself (Behaviours for Everyone)

#### Safe

We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.

#### Supportive

We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.

#### Inclusive

We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

### Leading Others (Behaviours for those who Manage/Influence Others)

<b>Safe</b>	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
<b>Supportive</b>	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
<b>Inclusive</b>	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.

## Leading the Service (Behaviours for those in Senior Management Positions)

<b>Safe</b>	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
<b>Supportive</b>	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
<b>Inclusive</b>	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something we talk about. It's our job to make sure it's real, measurable, and built into how we operate.

<b>Profile prepared by:</b>	L&D		
<b>Approved by:</b>	Service Delivery		
<b>Profile Effective from:</b>		<b>Last reviewed:</b>	October 2025
<b>Post holder name:</b>		<b>Signature:</b>	
		<b>Date:</b>	