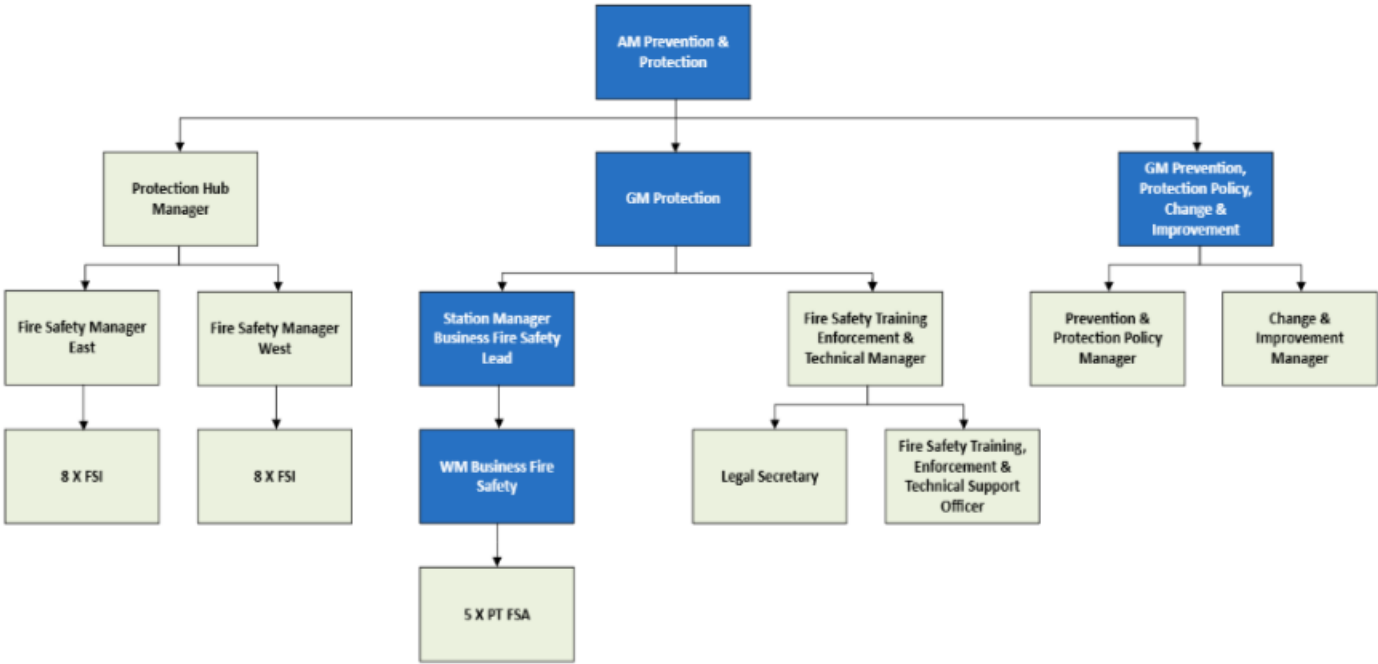


Job Title:	Station Manager Business Fire Safety and Fire Investigator		
Post Reference		Permanent/ Temporary	Permanent
Grade:	Station Manager (B)	Hours:	Flexi Duty System
Reports to:	GM Protection		
Line Management responsibilities: (Direct and Indirect)	Direct – Up to 2 WM Business Fire Safety Advisors		
Directorate/department:	Service Delivery		
Location:			
Politically Restricted	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
Level of DBS Check Required	<input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> Enhanced (with barred Child) <input type="checkbox"/> Enhanced (with barred Adult)		
Safeguarding Level Required	<input checked="" type="checkbox"/> Level 1 <input type="checkbox"/> Level 2		

Key Responsibilities and Deliverables

- To improve public and business safety and reduce risk through designing and leading targeted education and enforcement of fire safety legislation. To protect people, property and the environment by advising on the management of risks associated with actual or potential fire.
- Lead the Business Fire Safety team on promoting and supporting business and economic growth by providing guidance and advice to comply with the regulatory reform fire safety order in line with the government's Better Business for All agenda.
- Quality Assure all standard letters and relevant communications in respect of all the work areas within the Business Fire Safety team, whether statutory (required to meet legal compliance deadlines) or non-statutory.
- Deliver tier 2 fire investigations for the Thames Valley Forensic Fire Investigations Unit (TVFFIU), deliver tier 1 fire investigation training and support prosecution cases by providing evidence as an expert witness in court.
- Ensure and assess the maintenance of operational competence for all members of the business Fire Safety Team, including Level 1 command qualifications.
- Provide Level 2 operational cover as part of RBFRS Incident Command System
- Support Development and Assessment Pathways for personnel that the post holder has direct and indirect responsibility for

Organisational Structure



Role Map Duties and Responsibilities	
EFSM2. Lead, monitor and support people to resolve operational incident	<ul style="list-style-type: none"> • Review and determine incident status, collecting and analysing relevant information • Assume responsibility and implement action to support those involved in the incident • Debrief people following incident resolution
EFSM3. Determine solutions to hazards and risks identified through inspection and investigation	<ul style="list-style-type: none"> • Plan inspections and investigations • Implement inspections and investigations • Respond to findings following inspections and investigations • Present evidence at formal proceedings
EFSM10. Plan and implement activities to meet service delivery needs	<ul style="list-style-type: none"> • Plan and allocate work activities to meet service delivery needs • Agree budgets and resources for work activities • Implement and evaluate work plans to achieve objectives • Make recommendations for improvement to work activities
EFSM12. Manage the effective use of resources	<ul style="list-style-type: none"> • Plan the use of physical resources • Obtain physical resources • Ensure the availability of supplies • Monitor the use of physical resources
EFSM13. Select required personnel for employment	<ul style="list-style-type: none"> • Identify personnel requirements, including numbers, skills and experience required • Select required personnel and recommend improvements to the selection process
EFSM14. Manage the performance of teams and individuals to achieve objectives	<ul style="list-style-type: none"> • Allocate and delegate work to teams and individuals • Agree objectives and work plans with teams and individuals • Assess the performance of teams and individuals • Provide feedback to teams and individuals on their performance • Resolve performance issues with teams and individuals
EFSM15. Develop teams and individuals to enhance workplace performance	<ul style="list-style-type: none"> • Identify the development needs of teams and individuals, and plan their development • Develop and deliver learning and support for teams and individuals • Evaluate their development and help individuals to assess their own progress
FSM16. Manage yourself to achieve work objectives	<ul style="list-style-type: none"> • Organise and structure personal work activities to achieve objectives • Develop and continuously improve productive working relationships • Implement personal development plan to continuously improve personal performance

EFSM17. Provide information to support decision making	<ul style="list-style-type: none">• Obtain information for decision making• Record and store information• Analyse information to support decision making• Advise and inform others
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1. Staff – Direct line management for 2 Watch Managers, indirect 3 Fire Safety Advisors.
2. Fire Risk Assessment Support: Lead on the provision of support to businesses on how to carry out and maintain suitable fire risk assessments.
3. Work closely with other Protection Team Leaders and teams to deliver post-fire inspections, follow up on complaints in a timely manner.
4. Provide effective reporting on the delivery of Business Fire Safety activities, ensuring equality of access to our services to the whole community.
5. Partnership working: collaborate with local authorities, building control and other stakeholders to promote fire safety and design a scheme of work to conduct audits of commercial premises to assess compliance with fire safety legislation.
6. Education and engagement: Design and lead targeted campaigns to deliver fire safety education and awareness to business owners, landlords and responsible persons.
7. Technical advice: provide expert advice on fire safety design, building regulations and Fire Protection systems.
8. Record keeping: Ensure accurate records of inspections, advice given, and enforcement actions are maintained by the Business Fire Safety Team.
9. Maintain Operational competence and support the maintenance of operational competence within the Business Fire Safety team.
10. Attend fire scenes to conduct systematic investigations, often in hazardous environments.
11. Cause determination: Use scientific methods and fire behaviour knowledge to determine the cause and origin of fires.
12. Evidence collection: gather physical evidence, take photographs and document findings for potential legal proceedings.
13. Liaison with police and forensics: work in partnership with law enforcement and forensic experts, especially in suspected arson cases.
14. Reporting: produce detailed investigation reports that may be used in court or for internal learning.
15. Court attendance: provide expert witness testimony in legal proceedings when required.
16. Trend analysis: identify patterns or trends in fire causes to inform prevention strategies.
17. Training and debriefing: Lead training for operational crews and contribute to post incident learning.

Personal Specification

Qualifications and training	On recruitment	After Training
Competent Crew Manager in receipt of CPD	X	
Able to command incidents at Level 2		X
Award in Education and Training qualification or equivalent qualification	X	
Certificate in Assessing Vocational Achievement qualification or equivalent qualification	X	
IOSH qualification	X	
Level 3 Certificate in Fire Safety (Fire Auditors) QCF		X
Level 5 Certificate in Fire Investigation		X
Advanced Professional Certificate In Legal Skills (APCIL)		X
Advanced Professional Award in Expert Witness Evidence (APAEWE)		X
Specialist Flexi Duty Officer roles (HMEPO / DIM / WIM5)		X
Knowledge, skills and experience	On recruitment	After Training
Open to change. Experience of leading and delivering change and service improvement initiatives	X	
Committed to diversity and inclusion	X	

Confident and resilient	X	
Able to cultivate and maintain effective working relationships	X	
Recognises the potential political impact and implications of actions	X	
Able to produce management reports to a high standard	X	
Able to analyse data, identify trends and disseminate findings	X	
Influential, with well-developed written and oral communication skills	X	
Able to make appropriate decisions and create practical solutions and effective plans	X	
Ability to conduct complex and thorough investigations, and present findings in formal settings		X
Experience in conducting Minor, Moderate Accident investigations		X
Knowledge and understanding of operational activities. Practical experience of a wide range of operational incidents, including multi-agency.	X	
Knowledge of JESIP doctrine and processes	X	
Strong performance management to improve service delivery	X	
Professional approach demonstrating confidence, personal resilience and integrity	X	
Evidence of the development of self and others	X	
Computer-literate and able to use electronic office systems	X	
Commitment to high professional standards	X	

Other Requirements

Valid driving licence and Light Driver

Able to satisfy the medical and fitness requirements of the role, including minimum standards of eyesight, colour vision and hearing
 Ability to travel to other locations within the county of Berkshire
 Flexible approach to working hours and attendance and the 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 the 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)

Safe	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.
Supportive	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.
Inclusive	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)

Safe	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.
Supportive	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.
Inclusive	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.

Profile prepared by:	AM Prevention and Protection		
Approved by:	Director of Service Delivery		
Profile effective from:	November 2025	Last reviewed:	November 2025
Post holder name		Signature	
		Date	