

ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

Job Title	Station Manager – On-call		
Post Reference		Temporary/Permanent	Permanent
Grade		Hours	Flexible Duty System
Reports to	Group Manager – West Hub		
Line Management Responsibilities (Direct and Indirect)	Responsible for the direct line management of On-call Stations & On-call Support Watch Manager		
Directorate/ Department	Service Delivery		
Location	SHQ, Newsham Court/On-call Stations		
Politically Restricted	Yes ☐	No ☒	
Level of DBS Check Required	☐ Standard ☐ Enhanced ☒ Enhanced (with barred Child) ☐ Enhanced (with barred Adult)		
Safeguarding Level Required	☒ Level 1 ☒ Level 2		

Main Purpose of the Job

Responsible for overseeing and managing the performance of On-call Duty System Fire Stations.

Responsibility for all aspects of the On-call stations, incorporating line management, recruitment, succession planning, training, performance, standardisation and retention initiatives.

To champion workforce and response issues and act as a 'focal point' within RBFRS in relation to On-call.

Representing on On-Call matters at the On-call User Group and On-call Working Group.

Act as the corporate Single Point of Contact (SpoC) for RBFRS in relation to consultation matters affecting On-call.

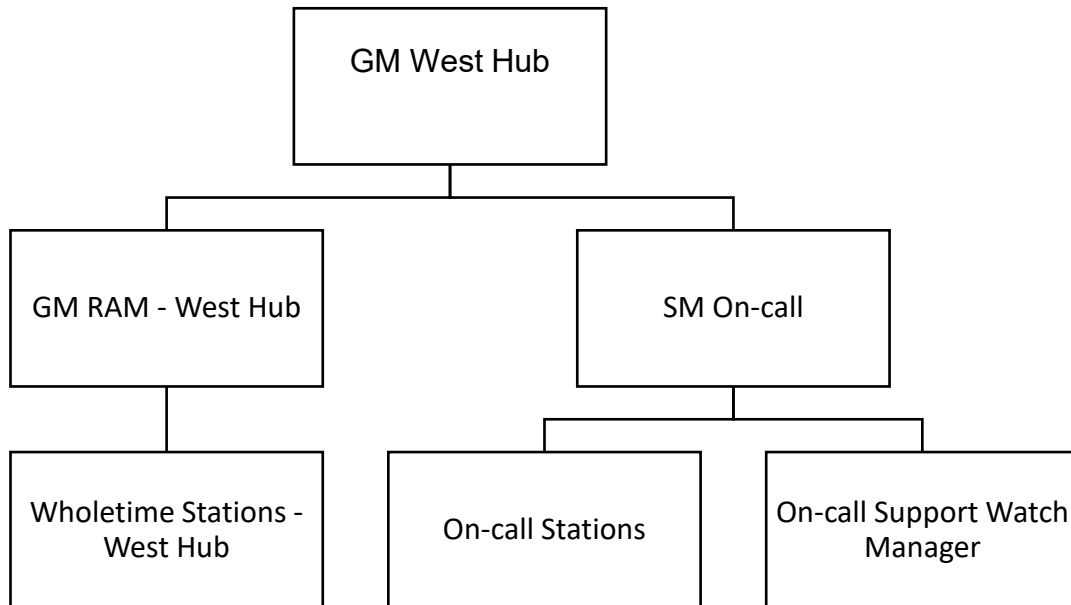
Actively support overall Hub management as member of Hub Management Team.

Supporting the Hub Group Managers with response and assurance matters across Wholetime and On-call fire stations where required.

Support Development and Assessment Pathways for personnel that the post holder has direct and indirect responsibility for.

Provide Level 2 operational cover as part of RBFRS Incident Command System.

Organisational Structure



Role Map Duties and Responsibilities:

EFSM2. Lead, monitor and support people to resolve operational incidents	- 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	- 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	- 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	- 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	- Identify personnel requirements, including numbers, skills and experience required - Select required personnel and recommended improvements to the selection process
EFSM14. Manage the performance of teams and individuals to achieve objectives	- 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	- 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	- 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

- Obtain information for decision making
- Record and store information
- Analyse information to support decision making
- Advise and inform others

Key responsibilities and Deliverables

- Provide proactive leadership, line management and performance management of On-call fire stations.
- Manage On-call Support Watch Manager
- Responsible for overseeing and managing the performance of On-call Fire Stations.
- Responsibility for all aspects of the On-call stations, incorporating line management, recruitment, succession planning, training, performance, standardization and retention initiatives.
- This is a 'beacon' role in championing workforce and response issues in relation to the On-call and will provide a focal point for On-call across the county by liaising with On-call managers in other hubs.
- Representing on On-call matters at the On-call User Group and On-call Working Group.
- Supporting the Hub Group Managers with response and assurance matters across On-call fire stations where required.
- Work with the Resourcing and Development department to forecast, plan and support recruitment and development activity in respect of On-call personnel.
- Support and assist the Group Manager (B) Service Delivery Hub Manager in effectively leading and managing the Hub and contributing as an active member of the Hub Management Team
- Directly working with Service Delivery Management Team in relation to service-wide On-call issues.
- Promote the profile of On-call personnel across the organisation to ensure the On-call is considered when developing policy, process and guidance.
- Budget management and forecasting related to On-call stations.
- Maintain close liaison with On-call managers and leads to provide a focal point for On-call issues and to ensure consistency and standardisation in On-call working practices across the Service.
- Attend Service Delivery Management Team meetings as On-call representative and lead on work streams commissioned by that group as required.
- Proactively engage with and attend the NFCC On-Call Practitioners Forum on behalf of RBFRS
- Provide support to Hub Managers across Prevention and Protection activities where required for On-call stations.

- Maintain oversight and assist management of Hub operational resources such as crewing and appliance availability of On-call Stations.
- Deputize for other Hub managers as required e.g. at partnership events and meetings, internal meetings and forums etc.
- Support the Service's formal development and assessment pathways as they relate to hub personnel i.e. perform the role of assessor and IQA with a particular focus on On-call.
- Act as Internal Quality Assurer if required [Additional Responsibility Allowance].

Person Specification

Qualifications and training	On recruitment	After Training
CAVA assessor	X	
Trainer qualification (AET)	X	
Current EU driving licence	X	
Complete appropriate Health & Safety training (e.g. IOSH)	X	
Incident Command Assessor		X
IQA verifier		X
Incident command Level 1 (initial)	X	
Incident command Level 2 (intermediate)		X

Knowledge, skills and experience	On recruitment	After Training
Knowledge of the On-call systems of work and related policies and procedures.	X	
Have an understanding of National Operational Guidance (NOG) and its impacts on On-call operational training	X	
Interpersonal skills – able to develop good working relationships, and lead and influence people.	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 On-call function within RBFRS	X	
Able to create and implement effective plans	X	
Recognises the potential political impact and implications of actions from a strategic perspective		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)

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.

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Profile Effective from:		Last reviewed:	04/08/26
Post holder name:		Signature:	
		Date:	