

# Hertfordshire County Council Job Outline



**JOB TITLE:** Station Commander  
**GRADE:** B  
**REPORTS TO:** Group Commander (or Non Uniform Equivalent)  
**TEAM:** Hertfordshire Fire & Rescue Service  
**DEPARTMENT:** Community Protection

## Purpose of the Job

Aligned to all National Occupational Standard (NOS) for Station Managers, but primarily to:

- Lead, monitor and support staff to resolve operational incidents at a tactical level
- Plan and implement activities to meet Community Protection Directorate (CPD) needs
- Manage the performance of teams and individuals to achieve CPD objectives
- Develop teams and individuals to enhance workplace performance.

## Main Areas of Responsibility

- To attend and take command of operational incidents at the tactical level, providing effective, assertive and safe direction and leadership to ensure staff are able to achieve operational objectives
- Manage the daily workload of themselves and their team to achieve the objectives of the Community Protection Directorate
- Implement and monitor Community Protection Directorate policies and procedures, ensuring effective communication is achieved via all mediums whilst enhancing both inter and intra - organisational communication
- Participate in the organisational development of the Fire and Rescue Service and Community Protection Directorate.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## Person Specification

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

### **Qualifications**

Ideally, you will possess relevant professional qualifications appropriate to the post together with demonstrable evidence of Continuous Professional Development and a current full driving licence with no pending issues.

### **Skills**

You should be able to demonstrate effective communications skills in all media.

### **Experience**

You will consistently project and promote a confident, controlled and focused attitude to lead, involve and motivate others to reach their potential.

### **Knowledge**

You will have knowledge and awareness of the national, regional and local political operating climate of the FRS within the context of the Government's modernisation agenda and be able to articulate this.

You will need to be able to demonstrate a clear understanding of working in a diverse organisation and adopt a moral and ethical approach within the Service.

You must have an awareness of risk management issues facing the public sector, in particular the concept of integrated risk management.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Equality and Diversity**

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on [hertfordshire.gov.uk](http://hertfordshire.gov.uk), on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.