******Manager Endorsement for Promotion**

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| Applicant’s Name |  | FRS No |  |
| Station/Dept |  | Watch/Duty |  |

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| --- | --- |
| Process Applied For |  |

Eg Station Manager Promotion Board, Watch Manager Expression of Interest etc

Managers are required to check the applicant bio data against the eligibility criteria prior to submitting any application for a promotional process.

In respect of authorising line managers see below

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| --- | --- |
| **Personnel** | **To be reviewed and completed by**  |
| Firefighter to Crew ManagerWatch based personnel | * Watch Manager of own watch
* Station Commander or Locality Manager
* Sifting Panel
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| Watch ManagerWatch based person | * Station Commander or Locality Manager
* Service Delivery Manager for Area
* Sifting Panel
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| Crew Manager and Watch ManagerDepartmental personnel | * Direct line manager (Station Manager)
* Departmental Group Manager
* Sifting Panel
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|  | Yes  | No | Comments  |
| **Eligibility** * Has the individual successfully completed the relevant management assessments for their level?
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| **Competence*** Is the individual competent in a role suitable to engage in a promotional process at the level applied for? (Must have successfully completed probation)
* Is the individual currently working towards an issued development plan? If Yes, provide details of type, reason and timeline for completion within the direct line manager section.
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| **Incident Command*** Does the individual hold the Skills for Justice or Pearson’s BTEC Incident Command Qualification relevant for the role they are applying for?
* Does the individual hold a current successful formal incident command assessment inline with the Incident Command Strategy?
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| **Health, Fitness and Wellbeing*** Is the individual in date with their current periodic medical?
* Is the individual in date with their current 12 month fitness assessment?

If no to either of the above:* Has the individual met the second (or above) formal stage review points as details in the Fitness Capability Procedure
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|  | Yes  | No | Comments  |
| **Capability*** Is the individual subject to any capability development plan, procedures or sanctions issued in line with the current Service Capability Policy or Procedures? *(If Yes, provide details of nature, issuer and timeline for completion)*
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| **Discipline*** Is the individual currently under investigation for a potential disciplinary issue?
* Is the individual currently under sanctions following a formal disciplinary process resulting in a demotion, verbal, written or final written warning?
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| **Note for File*** Is the individual currently under a live Note for File?
* Is the individual currently working towards an issued Personal Improvement Plan? *(If Yes, provide details of nature, issuer and timeline for completion)*
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| **Operational Core Skills*** Has the individual attended and successfully completed all mandatory annual training relevant to role as identified in the Operational Training Delivery Plan?
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| **Attendance Management*** At the time of completion of this endorsement, is the individual currently fit for duty and in work?
* Is the individual currently subject to any reviews as detailed in the Management of Absence, Section 5.37, Review Points of the Attendance Management Policy and Procedures?
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|  | Yes  | No | Comments  |
| **Appraisal*** Has the individual actively participated in the NWFRS Appraisal process within the last 12 months?

If NO* Has the individual actively sought a date for an appraisal review? *(Provide details e.g. dates arranged)*
 |  |  |  |
| **Mandatory Training** Has the individual attended and completed the following HR Mandatory Training?* Attendance Management
* Supporting Employees
* Challenging poor behaviours
* Handling difficult conversations
* General line Management of HR issues
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**Direct Line Manager Feedback**

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| Do you deem the individual suitable to enter into the promotional process?*(Please note ALL completed applications must be submitted to the SSO or relevant line manager).* |
| YES | NO |
| Please provide a statement in support of your decision. |

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| Following your assessment of the individual’s eligibility and suitability to enter the promotional process please provide information on any identified areas for improvement. |
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| --- | --- | --- | --- |
| Name: |  | FRS No: |  |
| Signed: |  | Date: |  |

**Station Commander/Locality Manager or Departmental Manager Statement**

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| Do you deem the individual suitable to enter into the promotional process?*(Please note ALL completed applications must be submitted to the Sifting Panel)* |
| YES | NO |
| Please provide a statement in support of your decision: |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | FRS No: |  |
| Signed: |  | Date: |  |

**Sifting Panel Members’ Decision to Proceed**

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| Based on the information and evidence provided by the individual’s managers within this document, do you deem the individual suitable to proceed with the promotion process? |
| YES | NO |
| Please provide a statement in support of your decision: |

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| --- | --- | --- | --- |
| Name: |  | FRS No: |  |
| Signed: |  | Date: |  |

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| --- | --- | --- | --- |
| Name: |  | FRS No: |  |
| Signed: |  | Date: |  |

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| Name: |  | FRS No: |  |
| Signed: |  | Date: |  |