******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 Manager  Watch based personnel | * Watch Manager of own watch * Station Commander or Locality Manager * Sifting Panel |
| Watch Manager  Watch based person | * Station Commander or Locality Manager * Service Delivery Manager for Area * Sifting Panel |
| Crew Manager and Watch Manager  Departmental 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? |  |  |  |
| **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. |  |  |  |
| **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? |  |  |  |
| **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)* |  |  |  |
| **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? |  |  |  |
| **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)* |  |  |  |
| **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? |  |  |  |
| **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 |  |  |  |

**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: | |

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| --- | --- | --- | --- |
| 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: |  |