

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	People Services
POST TITLE	Assistant Learning and Development Manager
POST NO	503244
GRADE	11
LOCATION	Fire Service Headquarters

Please ensure you address the Essential Criteria marked in **bold with an asterisk*** requirements in your Application Form. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge experience and abilities relevant to the post.

Please include in your application details of any essential/desirable qualifications outlined in the Person Specification below.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	CIPD Qualified or equivalent and/or relevant experience within a Learning and Development and/or HR environment*	Essential*	Application*
	Professional Membership within the CIPD at Associate Level or above	Desirable	Application
	PGCE Teaching qualification or equivalent	Desirable	Application
Knowledge/ Experience	Proven managerial experience within a Learning & Development and/or HR environment*	Essential*	Application /Selection*
	Experience of leading on the planning, resourcing and delivery of Assessment and Development Centres	Essential	Selection
	Experience of planning and leading on multiple workstreams in demanding and ever-changing environments*	Essential*	Application/ Selection*
	Experience of researching, creating and developing Learning and Development course programmes to meet organisational need.	Essential	Selection
	Experience of delivering training programmes and/or large scale presentations.	Essential	Selection

	Experience of working collaboratively with a range of providers to create business solutions.	Essential	Selection
	Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel	Essential	Selection
	Ability to speak Welsh	Desirable	Application
Personal Style	Ability to consistently project and promote a confident, controlled and focused attitude in highly challenging situations.*	Essential*	Application/ Selection*
	Proactive in promoting change, and the ability to seek opportunities to promote improved organisational effectiveness.	Essential	Selection
Intrapersonal	Ability to lead, involve and motivate others both within the Fire & Rescue Service and in the community	Essential	Selection
	Ability to communicate both orally and in writing to a wide range of audiences	Essential	Selection
	Commitment to and ability to develop self, individuals and teams to improve organisational effectiveness*	Essential*	Application/ Selection*
Task	Ability to understand and apply relevant information to make appropriate decisions which reflect key priorities and requirements*	Essential*	Application/ Selection*
	Ability to create and implement effective team plans to deliver a range of organisational objectives	Essential	Selection

This job involves travel throughout the Service area, Wales and other locations. As such, the successful applicant must be able to travel.

