

## SOUTH WALES FIRE AND RESCUE SERVICE

### PERSON SPECIFICATION

<b>DEPARTMENT</b>	People Services
<b>POST TITLE</b>	Learning and Development Officer (General and Technical Skills)
<b>POST NO</b>	503164
<b>GRADE</b>	9
<b>LOCATION</b>	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
<b>Qualifications</b>	<b>CIPD qualified level 5 or above <u>and/or</u> PGCE Teaching qualification or equivalent <u>and/or</u> relevant experience working within a Learning &amp; Development or Training role*</b>	<b>Essential*</b>	<b>Application*</b>
	Professional Membership within the CIPD	Desirable	Application
	ILM 5 or equivalent in coaching and mentoring practice	Desirable	Application
<b>Knowledge/ Experience</b>	<b>Robust experience of researching, creating, delivering, and evaluating learning and development solutions and/or training packages*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	<b>Experience of working with a range of external training providers and/ or internal departments to create organisational training solutions*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Experience of delivering inclusive and engaging presentations to a variety of audiences.	Essential	Application/ Selection
	Experience of working with and managing a Learning Management System.	Desirable	Application
	Practical experience of Microsoft Office packages i.e., Outlook, Word, Excel, PowerPoint	Essential	Application

	Ability to speak Welsh	Desirable	Application/ Selection
Personal Style	<b>Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations. *</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.	Essential	Selection
	<b>Proactive in promoting change, and the ability to seek opportunities to promote improved organisational effectiveness. *</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
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	Selection
Task	Ability to maintain an active awareness of the environment to promote safe and effective working	Essential	Selection
	Ability to lead groups to achieve excellence by the establishment, maintenance, and management of performance requirements.	Essential	Selection
	<b>Ability to create and implement effective team or process plans in line with organisational objectives.</b>	<b>Essential*</b>	<b>Application/ Selection*</b>

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

**This role will require a flexible approach to training delivery. As such the successful postholder may be required to conduct L&D activities on evenings or weekends to support the training requirements of an 24/7 emergency Service.**

