

## **WEST YORKSHIRE FIRE & RESCUE SERVICE**

### **JOB DESCRIPTION**

**POST TITLE:** Learning & Development Advisor  
**GRADE:** Grade 4  
**RESPONSIBLE TO:** Learning & Development Manager  
**RESPONSIBLE FOR:** None

**PURPOSE OF POST** To support the delivery of: The Learning & Development strategy, the Performance Review system, Auditing NVQ process, Coaching and Mentoring, 360 diagnostics and the leadership and management training and development strategy.

### **MAIN DUTIES AND RESPONSIBILITIES**

1. Assist with delivering development programmes for Grey and Green Book staff in line with the principles of Integrated Personal Development System (IPDS).
2. Assist with the implementation of the workforce development strategy.
3. Provide NVQ support within the brigade. Assist Centre Manager in meeting awarding body requirements.
4. To provide on station support to Internal Verifiers, Assessors and NVQ candidates as required.
5. To advise personnel in the administration and implementation of NVQ's.
6. Contribute to supporting Managers in development.
7. Assist with the delivery of the coaching, mentoring and 360 diagnostics provision.
8. Confidentially advise, coach and mentor as appropriate, employees on career development issues including those identified from Personal Development Reviews.
9. Provide advice to line managers in the use of the Personal Review system.
10. To support the apprenticeship program.
11. Assist with inputting and monitoring of the Personal Review and Continuous Personal Development database.
12. Assist with the administration and facilitation of internal promotion processes.
13. Facilitate and attend training meetings on and off site.
14. Facilitate Institution of Fire Engineers (IFE) tests and other examinations.
15. Produce accurate management information reports in statistical or numerical format from database and spreadsheet systems.

## Second Area

16. To Implement and promote the Authority's:
  - a. Health and Safety policies
  - b. Equality and Diversity policies
  - c. Information Security Management System policies
  - d. Safeguarding policies
17. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
18. Responsibility for ensuring any data produced in relation to the post is accurate and current
19. Undertake any other duties commensurate with the grade of the post as directed by line management.

## PERSON SPECIFICATION/SHORTLISTING CRITERIA

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form. On your application form please list or number the competency criteria against which you are providing evidence/examples.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

There may be some criteria that are identified through 'Selection Process' only. **You will only be assessed on these criteria during the selection process and not from your application form.** this may involve tests, presentations, interview etc.

	Experience	Essential/ Desirable	Source
1	Experience in the delivery of learning & development programmes	Essential	Application Form & Selection Process
2	Evidence of implementing quality assurance systems	Essential	Application Form & Selection Process
3	Experience of working with NVQ candidates	Desirable	Application Form & Selection Process
4	Experience of evaluating learning	Essential	Application Form & Selection Process
5	The ability to deliver presentations and training	Essential	Application Form & Selection Process
6	Experience and use of various IT systems, Excel, Access, PowerPoint	Essential	Application Form & Selection Process

	Education and Training	Essential/ Desirable	Source
7	Qualification in coaching & mentoring Level 3 or	Essential	Selection Process

	equivalent relevant experience		
8	Licensed 360 facilitator or <b>ability and willingness</b> to undertake training to this level	Essential	Selection Process
9	British Psychology Society Level 'A' psychometric tests	Desirable	Application Form & Selection Process

	<b>Special Knowledge/Skills</b>	<b>Essential/ Desirable</b>	<b>Source</b>
10	High level of analytical and problem solving skills	Essential	Application Form & Selection Process
11	Ability to communicate effectively at all levels in the organisation	Essential	Application Form & Selection Process
12	Ability to maintain confidentiality and integrity	Essential	Application Form & Selection Process
13	The ability to work on own initiative, prioritise own workload and meet deadlines	Essential	Selection Process
14	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider	Essential	Selection Process
15	Demonstrate commitment to good data quality within all areas of work	Essential	Selection Process
16	A current valid driving licence	Essential	Application

**Updated April 2018**

**Grade updated following pay assimilation Jan 2020**