

EST YORKSHIRE FIRE & RESCUE SERVICE.

JOB DESCRIPTION.

POST TITLE:	Prevention Trainer. [post previously titled: Fire Prevention Trainer]
GRADE:	5
RESPONSIBLE TO:	Prevention Partnership & Training Manager.
RESPONSIBLE FOR:	N/A.
PURPOSE OF POST:	<p>To assist the Fire and Rescue Authority in delivering the Prevention Strategy by planning, developing and evaluating Training related programmes.</p> <p>To be an expert in Training delivery and the development of appropriate materials to support learning for all audiences.</p> <p>Develop effective working relationships with partner organisations to develop training and reduce community risk and address prevention related issues.</p> <p>Delivering organisational change and improvement through specialist and professional training materials.</p>

MAIN DUTIES AND RESPONSIBILITIES.

- 1.1. To coordinate the development and delivery of a range of specialist learning interventions, for internal and external audiences.
- 1.2. Monitor, evaluate and review the delivery of training and education packages across all districts to ensure quality is of the highest standard appropriate to its audience and the needs of the organisation.
- 1.3. Provide specialist advice across the organisation in relation to Prevention training materials and their delivery.
- 1.4. To coordinate regular competency based assessments to ensure all training delivery is in line with organisational expectations, both internally and externally.
- 1.5. Develop and maintain accurate training records for all training delivery.
- 1.6. Responsible for implementing processes to quality assess training delivery, evaluating feedback to ensure delivery standards are in line with expectations and the training quality assurance framework, implementing remedial actions where necessary.
- 1.7. Develop and deliver bespoke Prevention training materials to support WYFRS priorities.
- 1.8. Maintain effective working relationships with internal / external stakeholders to develop appropriate training materials, identifying needs of target audience, expanding training and

development programmes based on the direction of the organisation.

- 1.9. Assist in identifying new opportunities to develop innovative learning materials supporting operational and prevention colleagues in delivering safe and well interventions.
- 1.10. To work closely with the Prevention Manager to ensure quality assurance findings feed into the development and review of training materials.
- 1.11. Responsible for maintaining knowledge of developments in training delivery methods and materials, identifying different and engaging ways of delivering training to ensure Prevention training packages remain up to date and are impactful and engaging to encourage learning.
- 1.12. Review and evaluate pre and post training evaluation in order to learn and amend training where required, ensuring continuous improvement.
- 1.13. To maintain the Fire Authority's external Learn site. Ensuring materials remain up to date and reflect current school curriculum criteria and promoted with partners, schools and other education establishments across West Yorkshire.
- 1.14. Support partnership arrangements and policy implementation through the development of training delivery.
- 1.15. To deliver the learning and professional development of operational, Prevention and new trainees by equipping internal colleagues and external partners with Prevention knowledge, practical skills and the motivation required to carry out Prevention objectives in line WYFRS priorities.
- 1.16. Enable the ongoing, long-term improvement of operational employees' skills, using the quality assurance results to determine training needs and support continual service improvement.
- 1.17. Research new training materials and supplies in order to enhance training procedures and provide added value to WYFRS and external organisations.
- 1.18. Prepare and present reports on training activity as requested by management.
- 1.19. Identify any costs of planned programmes and materials raising any funding issues or opportunities with management.
- 1.20. Undertake training as required as by management commensurate with the grade.

Second Area:-

2. To implement and promote the Authority's:
 - a) Fire Prevention policies
 - b) Service Delivery Plan
 - c) Equality and Diversity Policies
 - d) Health and Safety policies
 - e) Lone Working and Violence at Work Policy
 - f) Information Security Management System policies
 - g) Safeguarding policies
 - h) Business continuity policy and contingency arrangements.
3. To demonstrate and uphold the service values and to promote the organisation in a positive manner.

4. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
5. Responsibility to ensuring any data produced in relation to the post is accurate and current.
6. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
7. To undertake any Fire Prevention projects 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.

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	A track record of training a range of individuals with differing learning needs from children to adults.	Essential	Application/ Selection Process.
2	Ability to communicate effectively with the public, and particularly with at risk individuals, community groups and a range of agencies.	Essential.	Application/ Selection Process.
3	Evidence of networking skills and of making and developing relationships with appropriate contacts through attendance at meetings and events.	Essential.	Application/ Selection Process.
4	Evidence of leading meetings and discussions and delivery of training that promote community safety activities.	Essential.	Application/ Selection Process.
5	Has worked as an effective team member, having commitment and flexibility in working hours to meet objectives.	Essential.	Application/ Selection Process.
6	Experience of developing, delivering, and evaluating a range of learning interventions.	Essential.	Selection Process.
7	Demonstrable experience of working in a professional training environment.	Essential.	Selection Process.
8	Ability to act as an expert advisor in developing and delivering training interventions.	Essential.	Application/ Selection Process.
9	Experience of assessing learners in the workplace, classroom or training environment.	Essential.	Application / Selection Process.

	Education and Training.	Essential/ Desirable.	Source.
10	Good standard of education as evidenced by a first degree or ongoing professional development to first degree level through formal or informal routes.	Essential.	Application.
11	Assessor qualification up to A1 or equivalent.	Essential.	Application/ Selection Process.
12	A recognised professional training qualification (/Cert Ed/PGCE/Level 5 Learning and Development) or equivalent.	Essential.	Application.
13	High level oral, written and non-verbal communication skills including making presentations, listening, influencing and writing accessible and interesting training materials.	Essential.	Application/ Selection Process.
14	Health and Safety IOSH Managing Safely or equivalent qualification or working towards.	Essential.	Application.

	Special Knowledge and Skills.	Essential/ Desirable	Source
15	Understanding of quality assurance procedures such as ISO 9001, Investors in People and equivalent.	Essential.	Application/Selection Process.
16	Understands partnership working and using negotiation skills to achieve desired outcomes.	Essential.	Application/Selection Process.
17	Excellent organisational skills – including project planning and monitoring skills and knowledge of training administrative systems.	Essential.	Application/Selection Process.
18	Be self-motivated and prioritise work effectively, where necessary to set and achieve targets with minimal supervision.	Essential.	Selection Process.
19	Monitor individual and team progress towards meeting targets.	Essential.	Selection Process.
20	Ability to identify target audience needs and design and deliver products to meet those needs.	Essential.	Selection Process.
21	Developed training skills enabling delivery of appropriate and effective training to a wide range of external partner organisations and communities.	Essential.	Selection Process.
22	Expert knowledge of training and development methods and techniques, and of how to design effective programmes.	Essential.	Selection Process.
23	Knowledge of creating appealing infographics, strong creative skills with the desire to create high-quality presentations, having attention to detail.	Essential.	Selection Process.
24	An understanding of the voluntary and community sector.	Essential.	Application/Selection Process.
25	Ability to influence and engage with people from different backgrounds, cultures, and ethnic groups.	Essential.	Selection Process
26	Expert knowledge of PowerPoint with excellent Microsoft office skills.	Essential.	Application.
27	Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider.	Essential.	Selection Process.

28	Demonstrate an understanding of and ability to implement Health & Safety at work.	Essential.	Selection Process.
29	To hold and maintain a full current valid driving licence.	Essential.	Application.

Updates: Feb 2019.

Wording of JD initially reviewed, and updates commenced at start of a review of JDs and roles by the Prevention Team, pending Director approval.

Update Spring 2022: Post titled: Prevention Trainer, post previously titled: Fire Prevention Trainer.