



**LEARNING & DEVELOPMENT OFFICER (GENERAL SKILLS & INCLUSION)**

**POST NUMBER: 503164**

**SALARY: £26,999- £28,785**

**GRADE: 9**

**37 hours per week**

**(all posts will be subject to job evaluation)**

A permanent position as Learning & Development Officer (General Skills & Inclusion) has arisen within the People Services Directorate at South Wales Fire and Rescue Service. Based at SWFRS Headquarters in Llantrisant, this new full time post (37 hours) forms part of the wider expansion of the Service's Learning and Development team.

The successful candidate will be responsible for providing professional learning, development and engagement solutions to SWFRS employees throughout their employment lifecycle from induction through to learning development pathways. The post will additionally focus on inclusion and engagement for the Service, ensuring that all team activities advance and champion both the Service's employee engagement plans and the Inclusive Fire plan. Successful candidates must therefore be able to demonstrate excellent planning and delivery skills along with a passion to drive forward a more inclusive and transformational culture across the Service.

**Please note that there will no opportunity to fill this role on a secondment or job-share basis.**

Due to the nature of the role there will be occasions where the individual will be required to work evenings or weekends and there will be some travelling involved across the SWFRS region. The ability to travel independently is required.

More details relating to this position can be found in the Job Description and Person Specification, which can be downloaded along with an application form from the Working for Us/Latest Vacancies pages of our website [www.southwales-fire.gov.uk](http://www.southwales-fire.gov.uk). Should you have any additional enquiries regarding this post, you are invited to contact **Serena Ford (HR Manager - Learning & Development)** by e-mailing [s-ford@southwales-fire.gov.uk](mailto:s-ford@southwales-fire.gov.uk).

Completed application forms should be returned to: Recruitment & Resourcing Team, South Wales Fire & Rescue Service Headquarters, Forest View Business Park, Llantrisant, CF72 8LX or via e-mail to [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk). The closing date for receipt of application forms is **Thursday 30th May 2019 at 12:00 midday**. Interviews will be held **week commencing 3<sup>rd</sup> June 2019**.

We are a family friendly organisation and a flexible working system is in operation. The successful candidate will be subject to a satisfactory Disclosure & Barring Service basic criminal record check and will be required to undertake a Drug and Alcohol Test prior to an appointment being made.

You are welcome to communicate with us in either English or Welsh. Application forms submitted in Welsh will not be treated less favorably. This document is also available in Welsh.

South Wales Fire and Rescue Service believes in the real value of having a diverse workforce and we proactively want to encourage applicants from all sectors of our community to apply.

