

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	People Services
POST TITLE	Learning and Development Officer (General Skills & Inclusion)
POST NO	503164
GRADE	9
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 level 5 or above AND / OR PGCE Teaching qualification OR equivalent*	Essential*	Application*
	Professional Membership within the CIPD	Desirable	Application
	ILM 5 or equivalent in coaching and mentoring practice	Desirable	Application
Knowledge/ Experience	Experience of creating, delivering and evaluating learning and development solutions and/or training packages*	Essential*	Application/ Selection*
	Knowledge of the principles and best practice in relation to Equality, Diversity and Inclusion Issues within the workplace*	Essential*	Application/ Selection*
	Experience of working with a range of external providers and/ or internal departments to create organisational solutions*	Essential*	Selection*
	Experience of organizing large scale events and/or promotional activities*	Essential*	Application/ Selection *
	Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel, Powerpoint	Essential	Selection
	Ability to speak Welsh	Desirable	Application

Personal Style	Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.	Essential	Selection
	Ability to maintain a confident and resilient attitude in highly challenging situations.	Essential	Selection
	Proactive in promoting change, and the ability to seek opportunities to promote improved organizational effectiveness.*	Essential*	Application/ 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 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
	Ability to create and implement effective team or process plans in line with 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.

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

