

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**JOB DESCRIPTION - Training Support Instructor**

<b>Department</b>	Training and Development
<b>Post</b>	Training Support Instructor
<b>Post No</b>	TBC
<b>Grade</b>	7
<b>Location</b>	Cardiff Gate Training and Development Centre and Satellite Training facilities within the South Wales Fire and Rescue Service Area
<b>Responsible to</b>	Station Manager – Responsible for appointed course
<b>Responsible for Physical Resources</b>	Cardiff Gate and Satellite Training equipment

**This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.**

**MAIN PURPOSE OF THE POST**

To develop and deliver training to Operational Firefighters and other agencies/ groups.

To maintain training equipment at Cardiff Gate and Satellite Training facilities throughout the South Wales Fire and Rescue Service area.

**DUTIES AND RESPONSIBILITIES**

- 1.To deliver training to operational personnel and other agencies/ groups in an appropriate safe and effective manner.
- 2.To adequately resource the training events which includes preparation and support to courses, on completion conduct maintenance and cleaning in readiness for the next course/session.
- 3.To ensure all relevant and applicable testing/ servicing requirements are conducted according to Service policy.
- 4.To provide support to Retained Duty System stations by undertaking instructional visits to stations as per Service requirements.
- 5.To carry out risk assessments for training venues, accident investigations (where appropriate) and related activities to ensure the Health Safety and welfare of personnel

## **STANDARD SERVICE REQUIREMENTS**

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or project that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health and Safety Legislation/ Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

## **ORGANISATIONAL VALUES**

In performing the above role, all employees of the Service are required to observe and promote the Service Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

**This role involves frequent travel between sites throughout the South Wales area. The successful candidate must be able to travel independently.**