



**LEARNING & DEVELOPMENT OFFICER (GENERAL SKILLS & EMPLOYEE ENGAGEMENT)**

**POST NUMBER: 503164**

**GRADE: 9 - SALARY: £27,741 - £29,577**

**37 hours per week**

**Fixed term Contract to March 2023**

A Fixed term position as Learning & Development Officer (General Skills & Employee Engagement) has arisen within the People Services Directorate at South Wales Fire and Rescue Service. Based at SWFRS Headquarters in Llantrisant, this new full time, fixed term post (37 hours) forms part 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. The post will focus on the delivery of Service masterclasses (internal and external provision), whilst also supporting the embedding of new development processes such as appraisals, leadership pathways and training solutions through the creation of an employee engagement plan. Successful candidates must therefore be able to demonstrate excellent planning, communication and delivery skills along with a passion to drive forward a more inclusive and transformational culture across the Service.

**Please note that this role is open to those who wish to consider a placement as part of a secondment.**

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).

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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). Advert opens Friday 12<sup>th</sup> November 2021. The closing date for receipt of application forms is **Monday 6<sup>th</sup> December, 2021 at 12:00 midday**. Interviews will be held **week commencing 13<sup>th</sup> December 2021**.

We are a family friendly organisation and a flexible working system is in operation. The successful candidate may be subject to a satisfactory Disclosure & Barring Service basic criminal record check and may 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.