

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

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| DEPARTMENT | People Services |
| POST TITLE | Learning and Development Officer (General Skills & Employee Engagement) |
| 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 Employee Engagement and internal communications within the workplace | Essential | Selection |
| | Experience of creating effective employee engagement plans for multi-site organisations through incorporating a range of solutions* | Essential* | Application/ Selection* |
| | Experience of organizing large scale events and/or promotional activities* | Essential* | Selection* |
| | Practical experience of Microsoft Office packages i.e. Outlook, Word, Excel, Powerpoint | Essential | Selection |
| | Ability to speak Welsh | Desirable | Application |

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|-----------------------|--|-------------------|--------------------------------|
| Personal Style | Ability to embrace and value diversity and demonstrate a fair and ethical approach in all situations.* | Essential* | Application/ 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 | 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 plans in line with organisational objectives. | Essential* | Application/ 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.

