

ASSISTANT LEARNING & DEVELOPMENT MANAGER

POST NUMBER: 503244

GRADE: 11

SALARY: £32,234 to £32,910

37 hours per week

An exciting, permanent position has arisen within the People Services Directorate at South Wales Fire and Rescue Service (SWFRS). Based at the Service's Headquarters in Llantrisant, this post forms part of the wider expansion of the Service's Learning and Development (L&D) team.

Reporting to the HR Manager (Learning and Development), the successful candidate will be responsible for the delivery of all Learning, Development, and Engagement solutions offered by the department, along with the daily management of the L&D Team. The successful post holder will be joining the team at an extremely exciting time with a view to embedding new learning solutions and focusing further on developing a transformative culture throughout the organisation.

The successful post holder must have previous experience of leading customer focused solutions within an L&D and/or HR field and have a good understanding of the importance of development and progression activities within an organisational setting. Experience of managing teams is also a prerequisite as is the ability to collaborate and work effectively with both internal and external stakeholders.

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

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.

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.

The closing date for receipt of applications is 12:00 midday, 31/01/2022.

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.

All documentation is available in both Welsh and English and we welcome communication in either language. Applications submitted in Welsh will not be treated less favourably.

Candidates successful at the Shortlisting stage will be given the opportunity to confirm their language preference for interviews and assessments (including paperwork, verbal introductions and interview questions). Arrangements will be confirmed following invitation to interview and may include Translation and/or Simultaneous Translation.

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.

