



## **LEARNING & DEVELOPMENT OFFICER (GENERAL & TECHNICAL SKILLS)**

**POST NUMBER: 503164**

**GRADE: 9 - SALARY: £30,151 - £32,020 per annum**

**37 hours per week**

**Permanent**

Do you love developing and supporting others? Do you have experience in a training capacity? If you would love to work in an organisation that supports and cares for their communities in Wales this post may be for you....

A Permanent position as Learning & Development Officer has arisen within the People Services Directorate at South Wales Fire and Rescue Service. Based at SWFRS Headquarters in Llantrisant, this full time, permanent 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 performance reviews, leadership pathways and training solutions. 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.

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 <https://www.southwales-fire.gov.uk>.

All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left- hand tab. Please note this does not currently apply for RDS vacancies.

Application Forms should be completed online through our e-recruitment system, which can be accessed via our website: <https://www.southwales-fire.gov.uk/working-with-us/latest-vacancies/>

If a paper version is required, please email: [personnel@southwales-fire.gov.uk](mailto:personnel@southwales-fire.gov.uk)

Applicants that have applied within the past six months need not apply for this role.

The closing date for receipt of application forms is **24/03/23 at 12:00 midday**.

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.

