



LEARNING & DEVELOPMENT OFFICER (GENERAL SKILLS & INCLUSION)

MATERNITY COVER – 12 Month Fixed Term Contract

POST NUMBER: 503164

SALARY: £32,076 – £33,945

GRADE: 9

37 hours per week

A fixed term position as Learning & Development Officer (General Skills & Inclusion) has arisen within the People Services Directorate at South Wales Fire and Rescue Service. Based at SWFRS Headquarters in Llantrisant, this full time post provides an exciting opportunity for an experienced Trainer/ Learning & Development professional to join a great team who are currently seeking to transform the development opportunities for all employees across the Service.

The successful candidate will be responsible for providing training and professional learning and development solutions to SWFRS employees throughout their employment lifecycle from induction and throughout their development pathways. The post will additionally focus on inclusion training and engagement events, ensuring that all team activities advance and champion both the Service's employee engagement plans and the Inclusive Fire plan. Successful candidates must be able to demonstrate excellent planning and delivery skills along with a passion to drive forward a more inclusive and transformational culture across the Service.

Please note that there will no opportunity to fill this role on a 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.

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. **Please be aware the e-recruitment system will notify all applicants of results via email address provided at application; please ensure you check all mail folders regularly.**

All internal applicants applying should apply via their CORE portal, selecting "Current Vacancies" from the left-hand tab.

The closing date for receipt of application forms is **Friday 23rd February 2024 at 12:00**. Interviews will be held **on Friday 1st March 2024**. We are a family friendly organisation and a flexible working system is in operation. The successful candidate will be subject to a satisfactory Disclosure & Barring Service basic criminal record check and will 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.

