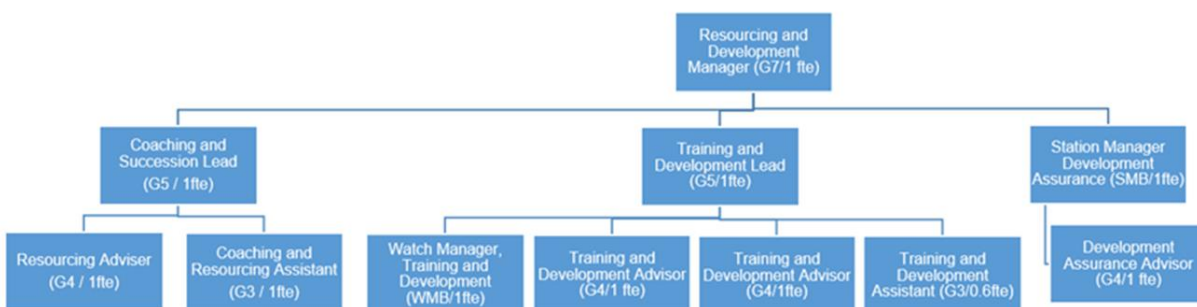


<b>Job Title:</b>	Development Assurance Adviser		
<b>Post Reference</b>	tbc	<b>Temporary/Permanent</b>	Temporary
<b>Grade:</b>	4	<b>Hours:</b>	(18.5hpw)
<b>Reports to:</b>	Station Manager, Development Assurance		
<b>Line Management responsibilities:</b> (Direct and Indirect)	Direct - n/a Indirect – Support managers, assessors and assurers across the Service in the development of their staff and associated processes		
<b>Directorate/ department:</b>	Professional Support Services, HR and L&D, Resourcing and Development		
<b>Location:</b>	Service Headquarters and various locations		
<b>Politically restricted:</b>			No
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		

**Main Purpose of the Job:**

To deliver development, assessment and assurance processes ensuring effective development for all staff. Providing guidance to managers, assessors and assurers and undertaking inductions and risk-based support where a need is identified. To ensure compliance with policy, procedure and best practice, and effective standardisation and observation. Liaising with awarding bodies to ensure standards are met as appropriate.

**Organisational Structure**



**Key Responsibilities and Deliverables:**

**Assessment and Assurance**

- Undertake assessment, assurance and teaching activity aligned to pathways, programmes and qualifications as required and within timeframes.
- Support appropriate resource allocation of assessors and internal quality assurers across the organisation, keeping this under regular review and effectively communicating change.
- Contribute to the design and delivery of internal quality assurer and assessor standardisation meetings / events and observations to ensure maintenance of quality standards.
- Ensure assessment and assurance activity is undertaken within timescales.
- Ensure timely registration, completion, certification and reporting for pathways, programmes and qualifications as appropriate.
- Update the assessor / assurer risk register, taking action to mitigate risk as appropriate.
- Arrange, prepare for and undertake external quality assurance visits and lead standards verifier visits with awarding bodies as allocated.
- Support effective working relationships and liaise with apprenticeship providers, providing support to managers, assessors and assurers during the apprenticeship from pre-induction to end point assessment, as appropriate.

**Support**

- Undertake inductions, gap analysis and consideration of Recognised Prior Learning within agreed timeframes.
- Provide high quality support to assessors and internal quality assurers where issues and risks have been identified to address issues and provide targeted support.

**Governance, Reporting and Evaluation**

- Contribute to equality impact assessments, monitoring and review of strategies, policies and processes.
- Provide assurance that processes and data are accurate, in accordance with process, policy, legislation and retention and destruction schedules aligned to General Data Protection Regulations (GDPR) and good practice document management protocols.
- Contribute to the production of reports and provide information as required. Undertake data analysis and reporting as required to monitor impacts and trends for

organisational oversight and inform continuous improvement.

### **Policy and Process Review**

- Contribute to the update of policy and processes and associated documentation related to development, assessment and assurance as the need arises and in line with scheduled review dates.

### **Liaison and Stakeholder Engagement**

- Work with colleagues from teams across the organisation to ensure effective and efficient delivery of development and assessment activity and effective communications, as delegated.
- Deputise for Station Manager Development Assurance as required.

### **HR Information and Learning Management Systems**

- Contribute to maintenance, testing and development of Learning Management Systems.
- Utilise systems in creating and supporting the maintenance of development records.

### **Development, Assessment and Assurance Administration**

- To administer and support development processes (pathways, programmes and qualifications) aligned to organisational policy and procedure and good practice, supporting compliance.
- To administer and support assessment and assurance activities and processes.
- To organise assessor and assurance standardisation events.
- Undertake registration and certification of learners.
- Liaise with awarding bodies, preparing for verifier visits.

### **Governance, Reporting and Evaluation**

- Ensure the maintenance of accurate and reliable data held within both manual and electronic systems. Contribute to assurance that processes and data are accurate, in accordance with process, policy, legislation and retention and destruction schedules aligned to General Data Protection Regulations (GDPR) and good practice document management protocols.
- Produce reports and provide information as required.
- Work closely with colleagues to ensure evaluation of products and processes to inform improvements.

### **Other**

- Take responsibility for the achievement of objectives detailed within the Service Plan and ad hoc tasks as allocated.
- Upon request, work with colleagues across the team to continuously review and redesign development products as necessary, create new products, and to ensure an effective blended approach to learning, development and assessment activities.
- Support organisation and scheduling of training delivery as required.

## Person Specification

<b>Qualifications and training</b>	On recruitment	After Training
Good general education (equivalent of 5 GCSE passes level C or above – must contain English Language and Mathematics)	X	
Teaching training / qualification (e.g. AET qualification or equivalent suitable training)		X
Assessor training / qualification (e.g. CAVA qualification or equivalent suitable training)		X
Internal Quality Assurance training (e.g. IQA qualification or equivalent suitable training)		X

<b>Knowledge, skills and experience</b>	On recruitment	After Training
Knowledge of the fundamental principles of learning and development e.g. design, assessment, assurance and evaluation.	X	
Able to communicate effectively and influence others positively	X	
Able to facilitate action and change and to impart learning using a variety of methods and platforms.	X	
Computer literate (e.g. able to use Microsoft Word, Excel, PowerPoint, Outlook. Experience of using databases and other for example IT / HRIS or Learning Management Systems).	X	
Experience of design, development and review of learning, training and development products.	X	
Knowledge and understanding of equality, diversity and inclusion. Able to apply this knowledge in impact assessing design and delivery.	X	
Able to work appropriately on your own or as part of a team to meet deadlines.	X	
Positive, can-do approach to successfully achieving objectives	X	
Ability to challenge current practice and implement innovative methods of delivering training	X	
Ability to keep and maintain accurate and confidential records meeting audit and GDPR requirements.	X	
Knowledge and understanding of National Occupational Standards, Professional Standards, National Occupational Guidance, Firefighter Apprenticeship Standards and Awarding Bodies.		X
Proven experience of teaching and assessment and have an aptitude for delivering training.		X

### Other Requirements

Ability to travel to other locations within the county of Berkshire in a time efficient manner and independent of public transport  
Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

### RBFRS Behaviours

RBFRS Behaviours are contextualised into 4 levels. The level this role operates within is identified below

- Leading Yourself X
- Leading Others X
- Leading the Function
- Leading the Service

Personal Impact	Comply with all finance and procurement policies, procedures and practices, demonstrating the highest levels of integrity at all times. Adhering to the RBFRS code of Conduct and related policies.  Take responsibility for your own performance (including personal fitness) and participate positively in development activities.
Working Together	Promote and adhere to the Service's policies on equality and fairness. Value the contributions of a diverse workforce and respond to the different needs of individuals and group. Ensuring familiarity of Safeguarding Policy and practice. Contribute to the development of others.
Delivering Quality and Service	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
Organisational Effectiveness	Uphold and promote the values of RBFRS complying with the required standards of conduct, integrity and behaviour. Demonstrate commitment to helping the service achieve its corporate commitments and vision.
Safety and Wellbeing	Practice and Promote the Services policies to support the health and safety of themselves and their colleagues and anyone else who may be affected by their actions.

<b>Profile prepared by:</b>	Resourcing and Development Manager		
<b>Approved by:</b>	Resourcing and Development Manager		
<b>Profile Effective from:</b>	April 2023	<b>Last reviewed:</b>	March 2023
<b>Post holder name</b>	<b>Signature</b>		
	<b>Date</b>		