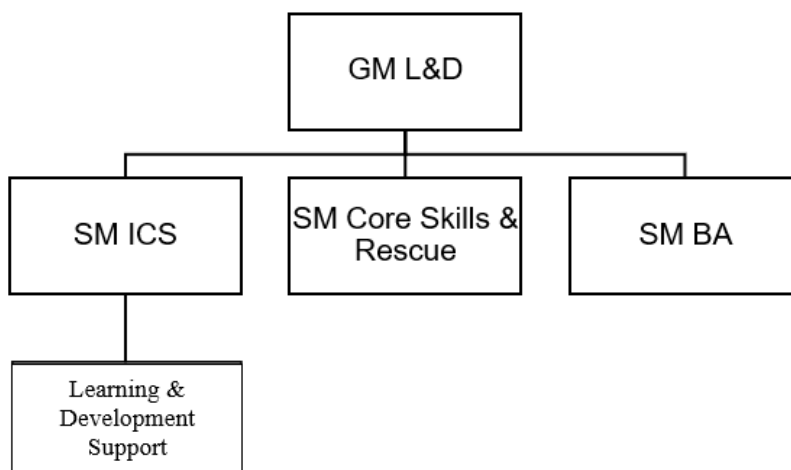


<b>Job Title</b>	<b>Learning &amp; Development Support</b>		
<b>Post Reference</b>		<b>Temporary/Permanent</b>	Permanent
<b>Grade</b>	3	<b>Hours</b>	2 days
<b>Reports to</b>	Station Manager Learning and Development		
<b>Line Management responsibilities</b> (Direct and Indirect)	None		
<b>Directorate/ Department</b>	Human Resources & Learning and Development		
<b>Location</b>	Training Centre, Whitley Wood		
<b>Politically restricted</b>	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>
<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 provide an efficient and effective administrative service, providing support to the Learning and Development and Driver Training Teams, and liaison with the Resourcing Development team. Assist in other initiatives undertaken by the L&D team.

**Organisational Structure**



## Key Responsibilities and Deliverables:

Provide effective administration and support to the Learning and Development team and Driver Training team.

Administer liaison with Resourcing and Development team, other RBFRS Directorates and external agencies and organisations as required.

Populate and maintain Operational Training Planner and Firewatch training recording programmes in conjunction with L&D Managers.

Be responsible for the organisation of training courses according to the annual Operational Training plan, including making the liaison arrangements of suitable venues, liaising with external partners (e.g. SCAS, etc.), course trainers and external instructors, in support of WM subject leads.

Be responsible for the administration of training and assessment events in support of the acquisition and maintenance of operational qualifications across the Service.

Be responsible for the development and maintenance of departmental records.

Provide a departmental point of contact in support of Facilities, contractors, visitors and liaison as required.

Be responsible for co-ordination and issue of joining instructions to ensure that training delivery is maintained.

To act as a first point of contact for the service, providing general administrative functions as and when required, in support of training managers and instructors.

Assist in recruitment campaigns for new entrant Firefighters and internal promotional processes for operational staff as required.

Attend and participate in team meetings and maintain records.

Undertake financial administration using relevant finance system and check and refer invoices to finance section for payment.

Contribute to procurement and commissioning activities as directed by line management, for example, the maintenance of stocks of consumables and supplies for the training centre (eg: stationery, scrap cars, smoke oil etc)

## Person Specification

<b>Qualifications and training</b>	On recruitment	After Training
Maths and English to GCSE level grade C or above (or equivalent qualifications)	X	
CIPD Level 3 foundation certificate in Learning and Development Management or equivalent		X
CIPD Level 3 foundation certificate in Learning and Development Management or equivalent or 2 years relevant experience		X
<b>Knowledge, skills and experience</b>	On recruitment	After Training

Good Interpersonal skills, able to clearly express oneself and engage with people at all levels	X	
Demonstrable written and verbal skills, i.e. invite letters, emails, liaising with employees and external contractors and visitors	X	
Computer literate (word, excel, outlook, able to produce letters, send emails)	X	
Ability to work unsupervised and in a team	X	
Organisational skills – able to plan i.e. booking of training venues, organising training instructors	X	
Understanding of training & development environment	X	
Understanding of basic recruitment and promotion process	X	
General understanding of database work and the importance of accurate data	X	
Experience of Fire Service operations and/or similar public service		X
Previous administration experience	X	
Basic awareness of the range of activities carried out by RBFRS		X
Experience of training & development environment		X
Experience of undertaking recruitment and promotion process		X

**Other Requirements**  
 Ability to travel to other locations within the county of Berkshire  
 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
- Leading Others
- Leading the Function
- Leading the Service

<b>Personal Impact</b>	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.
<b>Working Together</b>	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

# ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

	familiarity of Safeguarding Policy and practice. Contribute to the development of others.
<b>Delivering Quality and Service</b>	Treat members of the public with respect. Respond to the different needs of individuals and groups within the organisation and in the community.
<b>Organisational Effectiveness</b>	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.
<b>Health, Safety and Wellbeing</b>	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>	Stuart Ferguson, Station Manager, L&D		
<b>Approved by:</b>	Chris Kendall Group Manager, L&D		
<b>Profile Effective from:</b>	27/09/2024	<b>Last reviewed:</b>	27/09/2024
<b>Post holder name:</b>		<b>Signature:</b>	
		<b>Date:</b>	