

Service Document Standard Form:

Role Profile Learning and Development Advisor

Linked documents: *Job Evaluation Guidance Note*



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ROLE DETAILS:

Role Title:	Learning and Development Advisor
Grade:	H
Service area:	Protection, Assurance and Development
Responsible to:	Learning and Development Manager

PURPOSE OF THE ROLE: *Why the role exists and what it has to achieve*

To develop and lead on the implementation of the Service's learning and development requirements. The post holder will be responsible for planning, procuring, monitoring, and evaluating interventions that meet identified needs and enable the Service to achieve its strategic business objectives.

DIMENSIONS OF THE ROLE: *The key statistics associated with the role*

Financial – Direct: None

Non-Direct: Monitoring, managing, and updating of budget requests against the Service wide TNA – informing the Learning and Development Manager of any discrepancies

Staff Responsibilities: None

Any other statistical data:

- Tracking, monitoring, and reporting on the progress of delegates within the talent pipeline
- Producing, collating, and recording data to allow analysis of return of investment in staff development
- Preparation and presentation of the training needs analysis at quarterly Training Strategy Group meetings

PRINCIPAL ACCOUNTABILITIES: *What the role is accountable for and required to deliver*

- To lead the development and roll out of effective employee appraisal processes across the Service, including quality assurance and reporting

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- To lead on the production and analysis of the Service wide training/learning needs analysis to establish training/learning gaps across the Service
- To identify, specify, design/procure, deliver/monitor, evaluate and report on initiatives that meet defined training/learning needs
- To lead the specification and delivery of the assessment and development processes which will facilitate both effective selection and development of employees
- To lead the development and design of assessment centres for Crew, Watch and Station Commanders ensuring they are fit for purpose and reflect current workforce requirements with regards to skills behaviours. To support the development and design of assessment centres for all other levels
- To propose and implement, in conjunction with the Learning and Development Manager, quality assurance initiatives to improve the effectiveness and efficiency of training and development delivery through evaluation
- To bring to the attention of the Learning and Development Manager any potential performance concerns of those employees on development initiatives
- To update development initiatives records, to ensure they remain auditable.
- To liaise with the Training, Learning and Development Assistant for arrangement of general administrative tasks including the preparation of assessment packs, portfolios and filing of results/records on ePRFs
- To generate purchase orders at the request of the Learning and Development Manager within their authorised limits
- To mentor and coach individual members of staff as required and facilitate the implementation of the coaching and mentoring schemes
- To produce, develop and implement relevant policies and procedures
- To implement leadership and management programmes
- To lead on talent resourcing initiatives e.g., familiarisation days, substantive appointments panel

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DECISION MAKING:

Make decisions:

The post holder will have a significant influence and decision-making ability using their professional knowledge and judgement.

- Able to make decisions on behalf of the Learning and Development Manager in line with policies, procedures, and best practice when necessary
- Use professional judgement to make decisions and or recommendations on learning and development queries/opportunities
- Assessment centre design and implementation – using management information to influence design, evaluation and identifying trends
- Training Suppliers – analyse, compare, and conclude best fit vs ROI
- Quality assurance of appraisals – monitoring returns, examining quality, making recommendations for improvement
- Research opportunities for diversifying the role of the fire service within the community i.e., Co-Responding, Health Agenda etc.
- Influence and advise managers on various OD projects and initiatives

CONTACT WITH OTHERS: *The frequent contact the role holder has with others and for what purpose*

Internal:

- Numerous internal contacts across all levels of the Service
- Working with all levels of management

External:

- Establish and maintain relationships with suppliers, customers, training providers – linked to neighbouring organisations when developing collaboration opportunities
- Represent the Service at external events unsupervised, promoting the organisation's learning and development interventions

PERSONAL REQUIREMENTS:

- To participate in a programme of continuous personal and professional development relevant to the role
- To demonstrate conduct and behaviours in accordance with the Service policies, values

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and norms

- To comply with the Service's aims, organisational values and behaviours and their impact on this post
- To be committed to protecting and respecting the privacy of individuals and the responsible handling of personal information
- To ensure all aspects of health and safety are adhered to. Ensuring that all employees, visitors, contractors etc. within the area are following statutory requirements and Service policies and procedures
- The Service is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all employees and volunteers to share this commitment
- To undertake, with appropriate training, the duties of other roles as required
- To mentor and coach employees as required
- To contribute to the development and implementation of relevant policies and procedures
- Attend meetings as required and submit information in appropriate formats as required
- To undertake any other duties which fall within the broad spirit, scope, levels and purpose of this role that may reasonably be required from time to time, at any location required by the Service

REQUIREMENTS: Essential Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- CIPD Level 3 Diploma in Learning and Development or equivalent level of experience
- Level 5 Coaching or equivalent level of experience
- Award in Education and Training (AET) (PTLLS) or prepared to achieve
- Assessing Vocational Achievement (AVA) or prepared to achieve

Experience:

- Coaching
- Assessment Centre facilitation and working with awarding bodies
- Experience of working with people in a teaching/ training or adult education environment
- Learning and Development/Organisational Development experience
- Demonstrates the ability to work confidently within a team and to interact with individuals in a friendly, courteous manner and is tolerant in their approach

Skills:

- Excellent problem-solving skills.
- Computer literate or ability to use IT applications in a wide range of applications.
- Possess excellent planning and organisational skills.

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- Openness to change and actively seeks to support it.
- Ability to work to time-sensitive deadlines with attention to detail.
- Excellent influencing, consultation, and communication skills
- Excellent communications and customer service skills
- Able to work on own initiative and without direct supervision confidently.
- Decision making
- Project management

Knowledge:

- Excellent knowledge of leading-edge approaches to training, learning and development.
- Thorough knowledge and understanding of diversity and equality agenda, including current legislation informing reasonable adjustments and how to build into learning and development interventions
- Knowledge and ability to use a wide range of menu driven solutions to deliver learning and development requirements (beyond courses)

REQUIREMENTS: Desirable Criteria

The skills, knowledge, qualifications and training required to perform the role

Qualifications & Training:

- CIPD Level 5 in Learning and Development

Skills:

- Networking skills

Knowledge:

- Fire Service / Local authorities

ANY ADDITIONAL INFORMATION: *Information relevant to the role.*

The post holder will be expected to have a flexible approach to work, possessing a high level of integrity, honesty, reliability and confidentiality.

This role profile will be supplemented by annual target-based outcomes, which will be developed in conjunction with the role holder. It will be subject to regular review and the Service reserves the right to amend or add to the content listed above.