

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Learning & Development Advisor	Team:	Organisational Development
Salary:	Grade 11	Directorate:	People & Org. Development
JE Reference:	A664		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	Level 5 Human Resources or Learning & Development qualification.	ESSENTIAL	A/PD
	Leadership related qualification.	DESIRABLE	A/PD
	Assessor / Internal Quality Assurance qualification.	DESIRABLE	A/PD
	Continuous Professional Development.	ESSENTIAL	A/PD
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Experience of working in a busy HR/Training Department and leading multiple work streams to successful completion .	ESSENTIAL	A/I
	Experience of Supervisory Management.	ESSENTIAL	A/I
	Experience of managing budgets.	ESSENTIAL	A/I
	Experience of facilitating organisational change through development activities. Monitoring impact through effective reporting and evaluation.	ESSENTIAL	A/I
	Knowledge and practice of a variety of learning and development solutions.	ESSENTIAL	A/I
	Knowledge of all aspects of the training cycle.	ESSENTIAL	A/I
	Knowledge of assessment and quality assurance.	ESSENTIAL	A/I
	Knowledge of financial regulations	ESSENTIAL	A/I
	Knowledge of Microsoft packages including word, outlook and excel.	ESSENTIAL	A/I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Effective communicator, able to adapt style, context and delivery method to the intended audience.	ESSENTIAL	A/I
	High level of interpersonal skills with an ability to build effective relationships with internal and external stakeholders.	ESSENTIAL	A/I
	High level of ability to influence and get the best out of others.	ESSENTIAL	A/I
	Proactive, innovative and passionate about development.	ESSENTIAL	A/I
	Ability to work to deadlines, as part of a team and with minimum supervision. Effective time management and strong organisational skills.	ESSENTIAL	A/I
	WORK RELATED CIRCUMSTANCES	ESSENTIAL/DESIRABLE	ASSESSED BY
	A commitment to model our values and behaviours; promoting a culture which embraces collaboration, inclusivity, high performance and wellbeing, striving to make a real difference to the communities we serve.	ESSENTIAL	A/I
	Commitment to workforce development	ESSENTIAL	A/I
	Driving Licence required	ESSENTIAL	A/PD

A	Application	I	Interview	PD	Produce Documentation
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