



JOB TITLE:	People & Organisational Development Assistant
SALARY GRADE:	Grade 4
JE REFERENCE:	A295
DIRECTORATE:	People & Organisational Development
TEAM:	Recruitment & Development Team
LOCATION OF WORK:	Service Headquarters
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Training Officer

LEADERSHIP BEHAVIOUR LEVEL:	Leading Yourself
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MAIN JOB PURPOSE
<p>To provide administration for Recruitment & Development ensuring that all training records are accurate and fit for purpose within the relevant applications. In addition, the role supports the Recruitment Team during busy periods, assisting with printing off job applications and preparing recruitment packs as required.</p> <p>The post holder will be committed to, encourage and promote the values of MFRS, the National Core Code of Ethics for Fire & Rescue Services, and act in accordance with our Ground Rules.</p>

KEY AREAS OF RESPONSIBILITY
<ol style="list-style-type: none"> 1. Nominate personnel for Fire Service College and general training courses. Update records on the relevant HR/Payroll application (currently Resourcelink), send out joining instructions and record attendance. 2. Inform Time and Resource Management (TRM) of any course nominations for operational crews/senior officers to ensure staffing is available. 3. Is solely responsible for inputting course codes to ensure continuity of data recorded and liaise with Merseyside Training Academy regarding completion of attendance sheets for training courses that have been delivered locally. 4. Assist with the administration of Recruitment & Development budgets. 5. Plan Data Protection and Manual Handling training for new starters as part of their induction into the Service. 6. Research, prepare and present information from a variety of sources e.g. Resourcelink Boxi reports, spreadsheets, including research on course providers and costs. 7. Provide administration for Chartered Management Institute (CMI) Courses, including course nominations in line with staffing availability. Maintain accurate records of candidate progress and update assignments onto the CMI hub. 8. Design spreadsheets and databases as required. 9. Assist with administration of Assessment Development Centres.

10. Provide support for invigilating under exam conditions e.g. IFE/NEBOSH exams.
11. Ensure that Fire Service College and external training end of course certificates are received and recorded and copies are updated on employees' personal records.
12. Responsible for sending out training evaluations for external courses, monitoring receipt of feedback and liaising with relevant team members outcomes of the responses. Produce reports for discussion at team meetings.
13. Following completion of staff appraisals collate data and complete report for action to be taken by OD Team in order to complete training needs analysis.
14. Book travel and accommodation for staff attending external courses using the Service recognised travel company. Ensure that delegates are in receipt of booking details, including travel expenses as agreed in the Service Instruction for travel/subsistence costs.
15. Provide admin support for the Apprenticeship programme.
16. Take minutes of meetings as required.
17. Any other duties that are commensurate with the grade.

VALUES, BEHAVIOURS AND CODE OF ETHICS

As detailed in the Authority's CRMP, the Leadership Message clearly states our Values.

We serve with **Courage**

- By never settling for the status quo
- By being decisive and calm under pressure
- By having determination to see things through
- By being prepared to fail
- By celebrating diversity and being open to new opportunities and challenges
- By setting high standards and not being embarrassed for doing so
- By challenging ourselves to be better

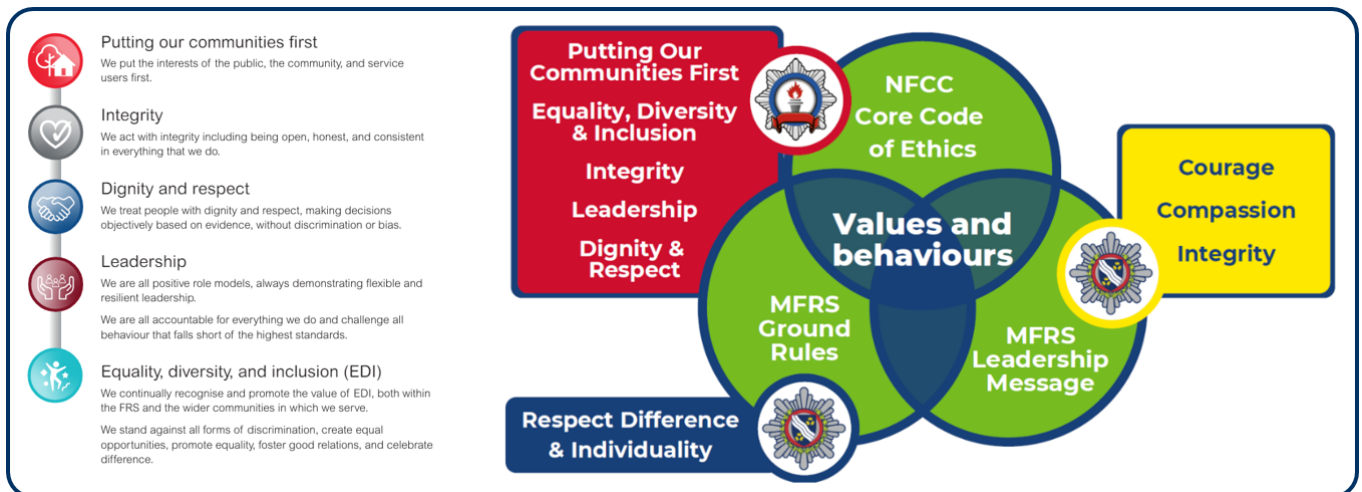
We serve with **Integrity**

- By doing the right thing even when it is hard or no one is looking
- By leading by example
- By standing up for what matters
- By being open, honest and fair
- By making decisions based on facts
- By explaining the why
- By being consistent
- By always doing what we say we are going to do

We serve with **Compassion**

- By acting with empathy and kindness
- By actively listening - hearing what is being said
- By going the extra mile to help
- By looking after and supporting each other, noticing what is going on for people
- By recognising each other's contribution
- By creating a sense of belonging
- By embracing and understanding difference

The National Core Code of Ethics for Fire & Rescue Services sets out five Key Principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour. The code is complemented by MFRA's Ground Rules, which outlines how we welcome difference and individuality, create a sense of belonging in the most inclusive way and provide some key, simple rules surrounding how we act.



LEADERSHIP BEHAVIOURS

LEADING YOURSELF

Personal Impact	I demonstrate Service values and behaviours.	I value inclusion and set a positive example to others.	I reflect on my own strengths and see the strengths of others (using colours).
Outstanding Leadership	I am an ambassador for the Service, taking pride and responsibility for the work we do and encouraging others to do the same.	I take responsibility and accountability for the quality of my own work.	I role model proactively, learning new skills and behaviours.
Service Delivery	I find out about my local community risks & associated behaviours to ensure we are offering the best service.	I plan ahead and prioritise my work, managing my time effectively to get things done.	I work to foster trust with others & build constructive working relationships to achieve goals.
Org. Effectiveness	I know what the key organisational goals are and how I contribute.	I work within the organisation's policies, procedures and processes.	I continuously seek to improve my performance & share my ideas.

Date job profile prepared / revised:

19.06.2024 S.Nugent

MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	People & Organisational Development Assistant	Team:	Recruitment & Development Team
Salary:	Grade 4	Directorate:	People & Organisational Development
JE Reference:	A295		

QUALIFICATIONS & TRAINING		ESSENTIAL/DESIRABLE	ASSESSED BY
	G.C.S.E. Math's and English Language grade C or above (or equivalent)	E	P D
	Level 2 ICT Qualification e.g. ECDL (or similar)	E	P D
KNOWLEDGE & EXPERIENCE		ESSENTIAL/DESIRABLE	ASSESSED BY
	Microsoft packages in particular Word, Excel, Outlook and PowerPoint	E	A & I
	Knowledge of MFRS	D	A & I
	Experience of working in an office environment	E	A & I
	Experience of working as part of a team	E	A & I
	Experience of data input and interrogating systems to produce reports	E	A & I
	Experience of working in a training/HR environment	D	A & I
	Minute taking experience	D	A & I
SKILLS & ABILITIES		ESSENTIAL/DESIRABLE	ASSESSED BY
	Effective interpersonal and communication skills both verbal and written	E	A & I
	Ability to deal with confidential information in a professional and appropriate manner	E	A & I
	Methodical and organised approach to work	E	A & I
	Accuracy and attention to detail	E	A & I
	Ability to demonstrate initiative and challenge where appropriate	E	A & I
	Excellent time management skills, with the ability to multitask and prioritise	E	A & I
	Able to work independently	E	A & I
	Strong customer focus and a desire to deliver a quality service	E	A & I
	Good problem solving skills with the ability to research and produce statistical information from a variety of sources	E	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.	E	A & I
	Meet the medical and fitness standard required for the role	E	MFRS
	Disclosure Barring Service check, verification of unspent criminal records will be undertaken in the in the form of a standard disclosure barring service check	E	MFRS
	Work flexibly during busy periods e.g. Assessment Development Centres	E	A & I

A	Application	I	Interview	PD	Produce Documentation	MFRS	If successful & conditionally offered the role, MFRS will facilitate
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