

JOB PROFILE



JOB TITLE:	Training and Assessment Officer
SALARY GRADE:	Grade 7
JE REFERENCE:	A672
DIRECTORATE:	Operational Preparedness
TEAM:	Apprenticeship Team
LOCATION OF WORK:	Training & Development Academy
HOURS OF WORK:	35
DIRECTLY RESPONSIBLE TO:	Apprenticeship Manager
RESPONSIBLE FOR:	The post holder is sometimes required to supervise employees within the Admin Team

LEADERSHIP BEHAVIOUR LEVEL:	Leading yourself
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MAIN JOB PURPOSE

Design and expand training and development programmes, and materials for in-house courses, based on the needs of the organisation and the individual with a strong focus on the delivery of quality teaching and learning.

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.

KEY AREAS OF RESPONSIBILITY

1. To support the delivery of our apprenticeship provision.
2. To deliver training, observe, and assess the work of the learners for a range of qualifications such as L3/L5 CMI, IQA, TAQA and L3 Award in Education.
3. To contribute to the Quality Improvement Systems in monitoring and evaluation of Teaching and Learning.
4. Using a portfolio building system.
5. Ensure Standardisation Meetings are held on a regular basis and all subsequent information is shared appropriately.
6. To induct learners and carry out Initial Assessment in accordance with awarding body guidelines.
7. To assess learner progress in accordance with policy and awarding body requirements.
8. To carry out assessments both in the Training & Development Academy and the workplace adhering to the awarding body code of practice.
9. To prepare, develop and deliver training relating to relevant workplace qualifications and programmes to enhance learning on one-to-one tutoring or as part of group delivery models.
10. To prepare materials suitable for the workplace qualifications.
11. To support in the development of other qualifications in the future.
12. To provide up to date working knowledge of the training and development offered in house.
13. To lead and participate in IQA activities with a willingness to gain these qualifications if not currently held.
14. To keep and maintain accurate records of learners' progress.
15. Liaise with EQA to ensure accreditation requirements are met.
16. To act as shadow Nominee for Ofsted inspections.
17. To ensure individual learning plans are implemented according to the needs of the learner.
18. To understand the Apprenticeship Funding rules and adhere to current requirements.

19. To deal professionally with colleagues and external partners as required.
20. To attend training/refresher courses and meetings as required.
21. To participate in the course review process.
22. To foster good relationships and advance equality of opportunity between different groups and eliminate discrimination, harassment and victimisation.
23. To perform such other duties as reasonably correspond to the general characteristic of the post and are commensurate with the level of responsibility, deemed suitable by the Authority.

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

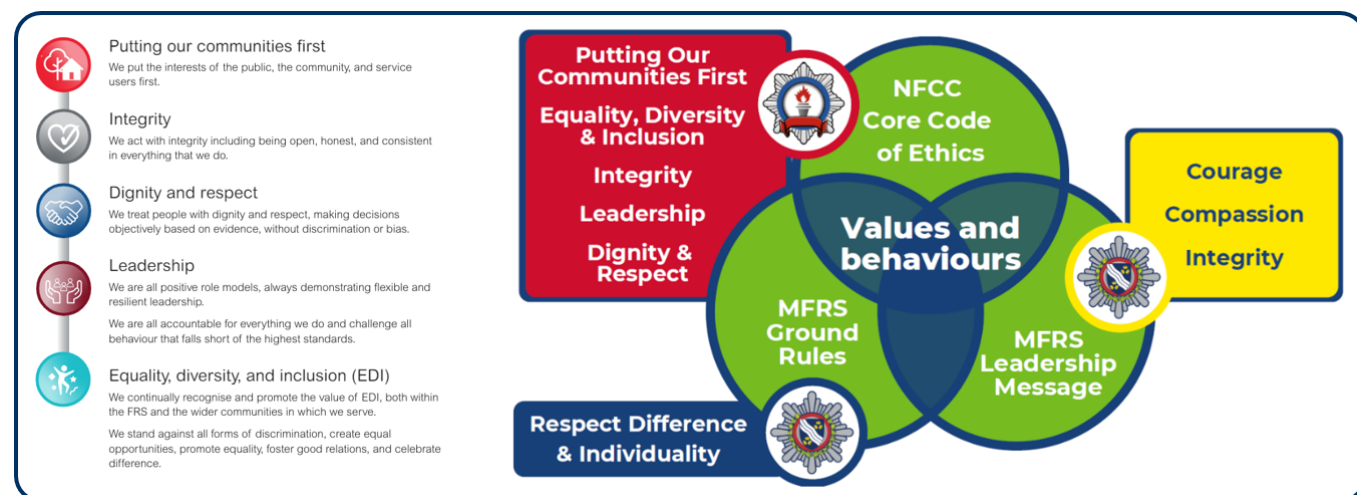
We serve with **Integrity**

- 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 MFRS'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:	October 2023 A Roberts
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MERSEYSIDE FIRE & RESCUE SERVICE

PERSON SPECIFICATION



Job Title:	Training and Assessment Officer	Team:	Apprenticeship Team
Salary:	Grade 7	Directorate:	People and Organisational Development
JE Reference:	A762		

	QUALIFICATIONS & TRAINING	ESSENTIAL/DESIRABLE	ASSESSED BY
	Teaching qualification (QTS or equivalent)	E	P D
	Assessment and Technical Qualification (CAVA/TAQA)	D	P D
	Experience of Quality Assurance processes such as standardisation	D	PD
	KNOWLEDGE & EXPERIENCE	ESSENTIAL/DESIRABLE	ASSESSED BY
	Have a sound knowledge of a range of qualifications and awarding bodies.	E	A & I
	Understanding of Neurodiversity and strategies to support learners.	E	I
	Experience of teaching/education	E	A
	Experience of motivating and monitoring learners in person and remotely	E	A & I
	Experience of teaching adults	E	A
	Experience of delivering workplace qualifications such as L3/L5 CMI, IQA, TAQA, L3 Award in Education.	D	I
	Act as shadow Nominee for Ofsted inspections.	D	I
	Understands Apprenticeship Provision and measures take for ensuring Quality Provision.	D	I
	To provide up to date working knowledge of the training and development offered in house	E	I
	To lead and participate in IQA activities with a willingness to gain these qualifications if not currently held.	E	A & I
	To understand the Apprenticeship Funding rules and adhere to current requirements.	D	I
	To deliver training to the workforce to develop teaching and supervisory management skills.	E	I
	SKILLS & ABILITIES	ESSENTIAL/DESIRABLE	ASSESSED BY
	Understands how to use a portfolio building system.	E	A & I
	The ability to implement new work place qualifications and embed developments.	E	A & I
	Able to maintain own knowledge and skills in specialist area.	E	A & I
	Develop accessible and interactive learning materials.	E	A & I
	Produce lesson / session plans.	E	A & I
	Carry out assessment of competence in accordance with occupational or workplace standards.	E	A & I
	Leads meetings with team members to encourage new ideas and concepts	E	A & I
	Attends Standardisation Meetings	E	A & I
	Inducts learners and carry out Initial Assessment in accordance with awarding body guidelines.	E	A & I
	To provide up-to-date working knowledge of the training and development offered in house.	E	A & I

	To lead and participate in IQA activities with a willingness to gain these qualifications if not currently held.	E	A & I
	To keep and maintain accurate records of learners' progress.	E	A & I
	Liaise with EQA to ensure accreditation requirements are met.	D	A & I
	To ensure individual learning plans are implemented according to the needs of the learner.	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
	Basic/ Standard / Enhanced Disclosure Barring Service check (verification of unspent criminal records will be undertaken in the form of a basic/ standard / enhanced disclosure barring service check)	E	MFRS
	Full UK driving license.	E	P D

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