



## JOB PROFILE

<b>JOB TITLE:</b>	Commercial Training Instructor
<b>SALARY GRADE:</b>	Grade 7
<b>SALARY RANGE:</b>	£18,335 - £19,592 per annum
<b>J E REFERENCE:</b>	A353
<b>DIRECTORATE:</b>	Operational Preparedness
<b>TEAM:</b>	Commercial Team
<b>LOCATION OF WORK:</b>	Training & Development Academy
<b>HOURS OF WORK:</b>	21 hours per week (0.6FTE)
<b>DIRECTLY RESPONSIBLE TO:</b>	Commercial Manager

### MAIN DUTIES / RESPONSIBILITIES

1. To produce, deliver, evaluate and improve training courses (and materials) to meet agreed outcomes.
2. To keep up to date with relevant training issues.
3. To maintain and service training equipment.
4. To assist the administration of the Commercial section of the Training & Development Academy (TDA).
5. To provide one to one feedback and guidance as and when required.
6. Provide accurate reports that contribute to the evaluation of training programmes and offer solutions to ensure continuous improvement.
7. To contribute to the maintenance of good working relationships with existing clients.
8. To proactively seek new clients for the section.
9. Requirement to maintain fitness to the standard required of an operational Firefighter.
10. To undertake any other duties deemed suitable by the Authority commensurate with the grade.

### MERSEYSIDE FIRE & RESCUE SERVICE OUR VISION

To be the best Fire & Rescue Service in the UK. One team, putting its communities first.

### MERSEYSIDE FIRE & RESCUE SERVICE OUR PURPOSE

Here to serve. Here to protect. Here to keep you safe.

## **WORKING WITH MERSEYSIDE FIRE & RESCUE SERVICE OUR VALUES**

It is essential that all employees of Merseyside Fire & Rescue Service (MF&RS) both operational and non operational are committed to encourage and promote the values of MF&RS and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty. The Authority expects all of its employees to have and be able to demonstrate the following personal 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 its 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

## **INTERPERSONAL & COMMUNICATION SKILLS**

The post holder has an ongoing responsibility to motivate and/or train other members of staff and this requires specially developed training, developmental, leadership or motivational skills. The post occasionally requires advisory, guiding, negotiating and/or persuasive skills. It involves the exchange of complicated and/or sensitive information, both orally and in writing. The information can sometimes be both complex and potentially contentious.

## **RESPONSIBILITY FOR SUPERVISION**

The post holder is not required to supervise or manage any Authority employees. However the post regularly involves the demonstration of duties to, giving advice and guidance to, or the training of other employees, students or trainees.

## **RESPONSIBILITY FOR FINANCIAL RESOURCES**

The post involves limited, or no, direct responsibility for financial resources. The work may involve occasionally handling small amounts of cash, processing cheques, invoices or equivalent.

## **RESPONSIBILITY FOR PEOPLE**

The work requires common courtesy or consideration if members of the public are encountered but there is little, or no, direct impact on the actual well-being of individual or groups of people.

### **RESPONSIBILITY FOR PHYSICAL RESOURCES**

The post holder's main responsibility for physical resources is for equipment and/or tools which he/she has to both use and maintain. Some of the equipment used is expensive. On the equipment for which the post holder has a maintenance responsibility he/she has to carry out "day-to-day" maintenance (i.e. cleaning and carrying out minor repairs, etc).

### **WORKING CONDITIONS**

The post holder regularly works outdoors and is usually exposed to the weather when doing so. However, the proportion of the overall working time during which this exposure occurs is relatively small but he/she has regular exposure to very disagreeable, unpleasant or hazardous situations for a small proportion of the total working time.

### **PHYSICAL DEMANDS**

This post requires the post holder to use a high level of effort in lifting or carrying for a medium proportion of the total working time. Pushing/pulling is also needed with a high level of effort for a medium proportion of the total working time.

### **CORE REQUIREMENTS – EQUALITY & DIVERSITY, HEALTH & SAFETY, CONFIDENTIALITY & DATA PROTECTION**

To be responsible for ensuring that your conduct and behaviour accords with Service Policies on Equality and Fairness at Work and Ground Rules, and for promoting an environment of dignity and respect amongst colleagues.

It is the policy of Merseyside Fire & Rescue Authority (MFRA) to provide, maintain and seek continual improvement of, as far as is reasonably practicable, a safe working environment for all of its employees and for others that may be affected by its activities. Everyone has a personal responsibility for their own safety and health, for others in the workplace and for the environment in which they work. It is, therefore, the duty of every employee whilst at work to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;

Confidentiality / data protection regarding all personal information and Authority activity must be maintained at all times (both in and out of work). The post holder must be able to recognise the importance and sensitivity of issues, ensuring that confidentiality is maintained at all times. All employees should ensure that they are familiar with and adhere to the Authority's data protection policy.

### **REVIEW ARRANGEMENTS**

The details contained in this job profile reflect the content of this job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Authority will expect to revise this job profile from time to time and will consult with the post holder at the appropriate time.

<b>Date job profile prepared / revised:</b>	<b>22.1.2025</b>
<b>Prepared / revised by:</b>	<b>S Nugent</b>