



**MERSEYSIDE  
FIRE & RESCUE  
SERVICE**

## JOB PROFILE

<b>JOB TITLE:</b>	Learning & Development Advisor
<b>SALARY GRADE:</b>	Grade 11
<b>SALARY RANGE:</b>	£38,626-£41,511
<b>JE REFERENCE:</b>	A664
<b>DIRECTORATE:</b>	People & Organisational Development
<b>TEAM:</b>	Workforce Planning & Organisational Development
<b>LOCATION OF WORK:</b>	Headquarters
<b>HOURS OF WORK:</b>	35 hours per week
<b>DIRECTLY RESPONSIBLE TO:</b>	WFP & OD Manager

<b>LEADERSHIP BEHAVIOUR LEVEL:</b>	Leading Others
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### MAIN JOB PURPOSE

To provide a professional service to ensure the provision of Learning and Development for MFRS staff is provided as well as support and guidance to ensure training needs are met in line with organisation objectives. The role involves all aspects of the training cycle including training needs analysis, training design and facilitation as well as evaluation.

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

- Undertake a full training needs analysis seeking to improve the knowledge, skills and behaviours of the workforce.
- Liaise with internal groups and department heads to ensure that the allocation of training courses and development needs meet the objectives of the service.
- To manage the appraisal process including continuous improvement, assessing training needs requests against department and organisation objectives and sourcing solutions.
- To provide advice and support to Line Managers to enable their teams to access the most effective training solution.
- To source and manage external contracts as well as writing tenders to comply with financial regulations.
- Monitor and report on the participation and quality of training.
- Manage the Training Budget.
- Support departmental Succession Planning activities. Assessing learning & development impacts.
- Support the design and delivery of leadership programmes for Supervisory and Middle Managers.
- To produce information for external audits.

- ❑ Provide supervisory responsibility for the Training and Development Assistant's and Apprentice.
- ❑ To review policies and procedures that relate to Learning and Development.
- ❑ To Provide one to one support to learners through coaching and mentoring.
- ❑ Liaise with MFRS Training & Development Academy to ensure continuity of service.
- ❑ To undertake any other duties commensurate with the grade.

### **INTERPERSONAL AND COMMUNICATION SKILLS**

The job holder is consistently required to motivate and/or train other members of staff and this requires developed training, developmental, leadership and influencing skills. The job requires a high level of emotional intelligence to support, guide, encourage and impact positively on individuals and teams

### **RESPONSIBILITY FOR SUPERVISION**

The job holder is required to supervise or manage organisation employees as well as external contracts. His/her responsibilities include all aspects of the training cycle including training needs analysis, training design and delivery as well as evaluation.

The jobholder also has responsibility for the development of the organisations personnel or human resources management policies and supporting procedures and practices. He/she also provides advice and guidance on established internal policy related to personnel or human resources management matters.

### **RESPONSIBILITY FOR FINANCE**

The job holder has responsibility for financial resources. H/she has to account for expenditure, income, money in the form of cash, cheques, direct debits, invoices, or some other equivalent, where accountability is important.

### **RESPONSIBILITY FOR RESOURCES**

The jobholder's main responsibility for physical resources is for manual and/or computer information. They personally produce or process some of this information and are expected to apply normal levels of care, accuracy, confidentiality and/or security when doing this. The handling of this data is a regular task, occupying at least 25% of the jobholder's total working time.

## 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

<b>Personal Impact</b>	I consistently lead by example.	I take responsibility for inclusion, and encourage different points of view.	I give and receive feedback.
<b>Outstanding Leadership</b>	I work with the team to establish a clear sense of purpose and set expectations to achieve our goal.	I have responsibility for team effectiveness which focusses on improving outcomes and decisions.	I look for opportunities to support others through appraisal, coaching and mentoring.
<b>Service Delivery</b>	I seek to understand, prioritise & address the specific risks and diverse needs of people and communities.	I look ahead to anticipate issues with local service delivery and performance and make plans to resolve or minimise issues.	I encourage my team to build constructive working relationships with others to achieve our aims.
<b>Org. Effectiveness</b>	I make sure the team understands how our work contributes to and delivers organisational priorities.	I manage quality in my team, and use various sources of feedback and evidence to understand how we are performing and managing risk.	I promote continuous improvement for the team and the organisation through listening and implementing ideas.

Date job profile prepared / revised:

October 2024