

Job Description

# **Job Title:**

# Training Development Practitioner

# **Responsible To:**

# Competence and Training Officer

# **Responsible For:**

None

# **Grade:**

Grade 5, Spinal Column Point 14 – 19 £27,344 - £29,777.

# **Hours:**

36.25

# **Location:**

# Lancashire Fire and Rescue Service Training Centre, West Way, Euxton, Chorley

PR7 6DH

# **Other terms and conditions:**

* National Joint Council for Local Government Services

# **Special Requirements**

* It is a requirement of the post that the post holder will be able to attend evening and weekend meetings/events as required.

**Our Aim**

The intended result of all our efforts is to: make Lancashire safer.

This is what we are here to achieve. We seek to do this by delivering prevention, protection, and emergency response services; using our trusted position in the community to influence the wider safety of people and working in partnership with other organisations where we have shared objectives.

# **Our Priorities**

* Valuing our people so they can focus on making Lancashire safer.
* Preventing fires and other emergencies from happening.
* Protecting people and property when fires happen.
* Responding to emergencies quickly and competently.
* Delivering value for money in how we use our resources.

The way we work to achieve our priorities is as important as what we do, and our Service values ‘Strive’ reflects the behaviours we expect from our staff:

* Service: Making Lancashire safer is the most important thing we do.
* Trust: We trust the people we work with.
* Respect: We respect each other.
* Integrity: We do what we say we will do.
* Valued: We actively listen to others.
* Empowered: We contribute to decisions and improvements.

The Service values are underpinned by the national Core Code of Ethics for Fire and Rescue Services in England. The Core Code sets out five ethical principles, which provide a basis for promoting good behaviour and challenging inappropriate behaviour:

* Putting our communities first: we put the interest of the public, the community and service users first.
* Integrity: we act with integrity including being open, honest and consistent in everything we do.
* Dignity and respect: making decisions objectively based on evidence, without discrimination or bias.
* Leadership: we are all positive role models, always demonstrating flexibility and resilient leadership. We are all accountable for everything we do and challenge all behaviour that falls short of the highest standards.
* Equality, diversity, and inclusion: We continually recognise and promote the value of equality, diversity, and inclusion both within the Fire and Rescue Service’s and the wider communities in which we serve. We stand against all forms of discrimination, create equal opportunities, promote equality, foster good relations, and celebrate difference.

Everyone in Lancashire Fire and Rescue Service is expected to behave in accordance with the Service values and to follow the Core Code, including those working with or on behalf of us.

You can read our full [Community Risk Management Plan](https://www.lancsfirerescue.org.uk/wp-content/uploads/2022/04/Community-Risk-Management-Plan_2022-27-FINAL-VERSION-13-April-22-amends-page-15.pdf).

# **Job Role**

The role of the Training Development Practitioner will be to support the Training and Operational Review Department to contribute to, and influence, learning and development in the workplace at an individual, team and organisation level.

Primarily, this will involve assisting in the management, production and administration of e-learning packages that support the delivery of learning and development across the Service.

# **Responsibilities**

# **E-Learning**

* Assist in the use of e-learning software to design, manage, implement and review high quality, engaging, appropriate and inclusive e-learning packages. These packages will support the delivery of learning and development across the Service, reporting any potential issues to the Competence and Training Officer.
* Assist in the administration of the e-learning system and technical maintenance of the e-learning software.
* Undertake liaison with the e-learning software developer and/or ICT Department in relation to technical matters, e.g. troubleshooting, issues with the software etc. where necessary.
* Produce statistics and reports as required on the use of e-learning software for evaluation purposes to ensure effectiveness and verify end user utilisation.
* Represent LFRS at e-learning software developer meetings, attended by external stakeholders, as required by the Training Development Officer, providing support and guidance to other users as appropriate.

**Learning and Development**

* Assist in the design, development and management of learning materials and resources for the various development, assessment, and simulation events/ exercises. Working closely with the development team, managers and stakeholders to ensure the resources meet their requirements.
* Demonstrate a creative and practical approach to the preparation of learning materials/resources.
* Evaluate the impact of learning materials and resources – measure and assess development initiatives for effectiveness, business relevance, efficiency and continually seek ways to improve learning materials and resources.
* Attend training events as an observer/student, in order to support training delivery in the production of learning materials.
* Undertake training and development to maintain up to date knowledge and awareness where necessary and any training courses commensurate with responsibilities of the post.
* Be adaptable to unexpected challenges to meet the needs of the team/department/ organisation.
* Facilitate and deliver learning commensurate with the role.
* Support the function of training and development with the provision, maintenance and efficient use of various media including video and photograph, liaising with Corporate Communications Department where necessary.
* Ensure that resources and materials conform to online learning standards; the Service’s corporate style/image and quality standards. Knowledge of the WCAG guidelines would be an advantage.
* Demonstrate effective communication by using sound questioning and active listening skills to confirm understanding.
* Demonstrate an interest in new ideas and techniques, seeking and taking on board feedback and identify areas for self-development.
* Consistently support colleagues / collaborate within the team to achieve results.
* Build and maintain strong working relationships with others within the team.
* Consider the needs of others alongside the needs of the business.
* Demonstrate an awareness of LFRS core business, structure, values and sector.
* Act with integrity and demonstrate the organisational values of STRIVE when acting with others.
* Maintain an awareness of the equality’s requirement in relation to the production of training materials.
* Understand and comply with all policies, procedures and relevant legislation which is relevant to the job role.
* Demonstrate a commitment to personal development and actively participate in the appraisal process. Maintain the skills and knowledge required from the role and Service Policy.
* To be aware of the LFRS Safeguarding Procedures and to make referrals as appropriate to the role.
* Promote a positive image of the Service in dealing with all other organisations and members of the public.
* To promote the principles of equality and diversity and comply with LFRS Equality, Diversity and Inclusion Policy at all times.
* To observe all rules governing health and safety and use safety equipment where it is provided.
* To support LFRS in its commitment to prevent pollution and minimise its impact on the environment.
* The post holder may be requested to undertake the duties of higher graded staff subject to consultation. In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

It is unacceptable for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. (Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their acts or omissions.) Optional for uniformed grey and green book

# **Employee Specification** Please note all criteria are essential unless otherwise stated.

# **Experience**

* The successful candidate will have experience in producing presentations.

# **Knowledge, Skills, and Abilities**

* Effective interpersonal, written and oral communication skills.
* Ability to work independently, use own initiative and take responsibility.
* Ability to use Microsoft Office packages including Word, Excel and Outlook.
* Intermediate level of Microsoft PowerPoint and/or Articulate or similar authoring tools.
* A thorough and organised approach, the ability to plan/organise workload and meet deadlines
* The ability to apply a knowledge of safeguarding (as appropriate to the role).
* The ability to apply knowledge of health and safety as it is applicable to the job role.
* A commitment to inclusion, equality, and diversity.

# **Desirable**

* Logical and creative thinking skills.
* Ability to effectively communication with people at all levels and in a variety of situations.
* Identify areas for self-development.
* Strong customer service skills.

# **Special Requirements of the Post**

* It is a requirement of the post that the post holder will be able and be prepared to attend evening and weekend meetings/events as required.

# **Terms and Conditions**

# **Job Title:**

Training Development Practitioner

# **Responsible To:**

Competence and Training Officer

# **Grade:**

Grade 5, SCP 14-19 £27,344 - £29,777

# **Hours:**

36.25hpw

# **Location:**

# Lancashire Fire and Rescue Service Training Centre, West Way, Euxton, Chorley

PR7 6DH

# **Car Parking:**

Free Car Parking Facilities are available at Service Training Centre.

# **Pension:** Local Government Pension Scheme

# **Annual Leave Entitlement:**

Green Book

The annual leave year for business support staff runs from 01 April to 31 March.

The scale of annual leave is as follows: -

Spinal Column Points 14-19

0-5 years: 26 days

5-9 years: 28 days

10 years and above: 29 days

Plus, bank holidays, plus 2 extra days which are accrued and taken if in post at Christmas/New Year. Staff employed at Lancashire Fire and Rescue Service Headquarters are also required to take some additional annual leave to facilitate the Christmas closure.

# **Other Terms and Conditions:**

* National Joint Council for Local Government Services.
* Lancashire Fire and Rescue Service operates a flexi-time scheme.

# **Car Categorisation**

None

# **Clearances:**

* Satisfactory references
* Occupational Health Assessment

It is unacceptance for any Lancashire Fire and Rescue Service employee to be under the influence of alcohol or illegal drugs at work. Such employees pose unnecessary risks to themselves and to their colleagues. (Further, the behaviour of those who work in safety critical roles and safety critical support roles can affect both the safety of members of the public and public confidence in the Authority. Lancashire Fire and Rescue Service has legal obligations under the Health and Safety at Work Act 1974 to take reasonable steps to ensure the safety of its employees, and employees are obliged not to endanger the health or well-being of others by their act or omissions.) Optional for uniformed grey and green book staff

To this end, Lancashire Fire and Rescue Service will screen all candidates selected for employment for illegal drugs and alcohol. This will be carried out at our Occupational Health Unit, under strict protocols and confidentiality. Any candidate who refuses to be screened will not be employed. Any candidate who tests positive for illegal drugs or unsafe levels of alcohol will not be employed