

Derbyshire Fire & Rescue Service

Job Description

Job Title:	Learning & Development Manager
Salary Grade:	POE / POF *The salary includes a market supplement. Both the salary and job description will be subject to annual review (original salary grade POE)
Portfolio:	People and Organisational Development (POD)
Department:	Organisational Development
Responsible to:	Head of Organisational Development
Responsible for:	OD Partners Systems, Information and Technology Trainer
Key Relationships:	Operational Training Department, Middle Management Team and external professionals/networks.
Post Objective:	Meeting corporate and individual needs, provide a planned and effective approach in a range of organisational development initiatives and interventions across the service, with the purpose of increasing organisational capacity by increasing employee capability. To develop collaborative approaches to Learning & Development (L&D) / Organisational Development (OD).

Responsibilities:

Planning and development activities

1. Work with the Head of OD and other managers to develop and implement effective policies, strategies and procedures in relation to organisational development and other areas of non-operational training. Examples will include leadership programmes, direct entry, talent management succession planning and coaching/mentoring.
2. Develop and implement an annual organisational development programme in consultation with the Head of OD. Aligned to strategic direction and workforce planning information.

3. Responsible for the procurement, development, commissioning, and delivery of efficient and effective development programmes and activities. This may occasionally include course development and direct training delivery or facilitation.
4. Ensure uniformity of approach to employee access to development.
5. Deputise for the Head of OD in managing the organisational development budget.

Collaboration and Relationships

6. Collaborate internally and externally by working with departments and other organisations to effect change or growth by supplying the expertise and support for any development requirements.
7. Working with key enabling departments, lead cultural and behavioural development and change, supporting the implementation of specific people related strategies such as the People Strategy, Inclusion Strategy and the cultural survey outcomes and action plan.
8. Attend meetings with both internal and external stakeholders, to include regional and national working, as required.
9. Research potential external funding sources and ensure efficiency is maximised through effective partnerships (including apprenticeships).

Reporting and Analysis

10. Support the wider OD management team with the development of reporting, maintenance and quality assurance systems.
11. Review and evaluate the effectiveness and appropriateness of development activities.
12. Collate, analyse and provide statistical information on all aspects of the development provided by the organisational development section to ensure that all performance standards and targets are achieved.
13. Provide clear, holistic and impactful workforce planning analysis that supports the Service's objectives and drives change.
14. Develop workforce planning models that enable proactive yet flexible succession planning and talent management.

Professional Expertise

15. Ensure that corporate and departmental development needs are met by a range of development opportunities and resources including on-line; IT based and practical methods.
16. Support the departmental managers in preparing for; the annual portfolio plan; development section audits and inspections.
17. To act in a consultancy capacity to advise and support service managers to deliver on corporate and departmental learning objectives.
18. To provide individual development support through use of diagnostic profiling tools, personal development plans and coaching/mentoring.
19. Ensure appropriate policies, systems and processes are in place to support assessment, examinations and promotion processes.
20. Participate in recruitment, selection and promotion interviews as required.
21. Support investigations as required.
22. Maintain professional competence through appropriate CPD activities, maintaining up-to-date knowledge of learning and development best practice.

Generic Statements

23. Carry out the full range of line management responsibilities.
24. Understand and comply with all policies, procedures and relevant legislation.
25. To undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the Service in order to meet Service priorities and business continuity requirements.

***The salary for this role includes a market supplement and both the job description and salary will be subject to an annual review. Should evidence collected during this review show that the requirements for the duties of the post have changed in line with the needs of the Service or the pay rates in the external market have changed, then amendments to the job description and market supplement may be made. This will be undertaken in consultation with the postholder with reasonable notice being given, which will usually be 3 months.**

VALUES AND BEHAVIOURS

The post holder will demonstrate

Core Values of DFRS	Personal Behaviours
<p>Leadership We listen, develop and champion our people</p> <p>Respect We value the opinions of our people</p> <p>Integrity Our actions will always be well intended</p> <p>Openness We won't hide anything and will share our experiences and knowledge</p> <p>Teamwork We will achieve more together</p> <p>Ambition We will always do the best we can</p>	<ul style="list-style-type: none"> • Leadership • Taking Responsibility • Social Responsibility • Integrity • Exemplary Attitude to Work • Continuous Improvement and Quality of Service • Problem Solving • Organisational Awareness • Teamwork • Exemplary Attitude to Work • Effective Service Delivery

SKILLS & ABILITIES

The post holder will have ability in

CORE SKILL	ENABLING SKILL
Literacy	Communicating with others
Numeracy	Efficient working
Information Communication Technology	Effective working
Planning and delivery of work	Business expertise
Problem solving	Coaching and facilitation
Analytical skills	Team work
Decision making	Working with others
Analysis and use of information	Self-management
Supporting change	Creativity and innovation
Influential	Emotional intelligence



Derbyshire
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Making Derbyshire Safer

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Person Specification

Post Title L&D Manager

Scale POE / POF (*Original salary grade POE)

Evidence Codes

AF – Application Form

JRT – Job Related Test

I - Interview

M – Medical

D – Documentation

	Essential	Source of Evidence
Knowledge	Be able to demonstrate relevant knowledge and understanding of the following:	
	<ul style="list-style-type: none"> Leadership development principles and developing effective leadership strategy. 	AF/I
	<ul style="list-style-type: none"> Methods of validation and evaluation. 	I/JRT
	<ul style="list-style-type: none"> Methods and techniques of learning and development. 	AF/I/JRT
	<ul style="list-style-type: none"> Current trends and developments in training and development. 	I/JRT
	<ul style="list-style-type: none"> Quality assurance systems. 	AF/JRT/I
	<ul style="list-style-type: none"> Workforce planning. 	AF/JRT/I
	<ul style="list-style-type: none"> Achieving organisational effectiveness through development of self, individuals and teams. 	AF/I
	<ul style="list-style-type: none"> Project management methodologies. 	AFJRT/I
	<ul style="list-style-type: none"> Health and Safety issues relating to the duties of the post. 	AF/I
	<ul style="list-style-type: none"> Data protection/security of data. 	AF/I
Experience	Be able to demonstrate experience in the following:	
	<ul style="list-style-type: none"> Managing a team of people to achieve results. 	I
	<ul style="list-style-type: none"> Development and implementation of development programmes, training plans and business plans to deliver organisational effectiveness using a variety of methods including blended solutions. 	AF/I
	<ul style="list-style-type: none"> Undertaking organisational training needs analysis. 	AF/I
	<ul style="list-style-type: none"> Writing policies, strategies and procedures. 	AF/I
	<ul style="list-style-type: none"> Relationship building and stakeholder management. 	AF/I

	<ul style="list-style-type: none"> Delivering leadership and management development activities to others. 	AF/I
	<ul style="list-style-type: none"> Allocated budget management (<i>desirable</i>). 	I
	<ul style="list-style-type: none"> Presenting complex, diverse issues to a variety of audiences with differing needs. 	AF/JRT/I
	<ul style="list-style-type: none"> Workforce planning and analysis. 	AF/JRT/I
	<ul style="list-style-type: none"> Examination and assessment processes and procedures. 	AF/I
	<ul style="list-style-type: none"> Quality Assurance (QA) of Learning Management Systems. 	AF/I
Qualifications	<ul style="list-style-type: none"> Educational/teaching qualification (minimum of diploma or equivalent) at Level 5 or above (<i>desirable</i>). 	AF/D
	<ul style="list-style-type: none"> Organisational Development OR Learning and Development qualification (minimum of diploma or equivalent) at Level 5 or above. 	AF/D
	<ul style="list-style-type: none"> Level 5 management qualification, e.g. ILM Leadership and Management 	AF/D
	<ul style="list-style-type: none"> Level 5 coaching (<i>desirable</i>). 	AF/D
Equal Opportunities	<ul style="list-style-type: none"> Understanding of and commitment to Inclusion & Equality in the workplace. 	I
	<ul style="list-style-type: none"> Awareness of protocols required for dealing with protected characteristics covered by Equality Legislation. 	I
Other Requirements	<ul style="list-style-type: none"> Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate). 	M
	<ul style="list-style-type: none"> Satisfy Police security vetting procedures at the appropriate level. 	D
	<ul style="list-style-type: none"> Commitment to and appreciation of quality customer service. 	I
	<ul style="list-style-type: none"> Full driving licence (reasonable adjustments can be made under the Equality Act 2010 for those unable to hold a driving licence due to a disability). 	AF/D
	<ul style="list-style-type: none"> Work outside office hours by prior agreement. 	I
	<ul style="list-style-type: none"> Ability to travel throughout the County to carry out the requirements of the post. 	I
	<ul style="list-style-type: none"> Demonstrate evidence of continuous professional development and competence. 	I