

# Job Description

## For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Development Support Officer	JEID	K0053
Salary Grade:	Grade G		
Team:	Training and Development Centre (TADC) Delivery Warwickshire Fire and Rescue Service		
Service Area:	Prevention		
Primary Location:	TADC Kingsbury		
Political Restriction	This position is not politically restricted.		
Responsible to:	Station Manager, TADC Delivery		
Responsible for:	None		

#### Role Purpose

Fire Fighters undertake structured competency training and development during their initial training period, to assess their competency in role.

The role purpose is:

- To support the Station Manager in delivering the functions of assessor support to Fire Fighters in their development assessment, independent assessment and internal verification.
- To co-ordinate the delivery of assessor support, independent assessment and contributing to the Internal verification network as a senior Internal Verifier.
- To support the development of e-learning materials for WFRS and relevant training packages.
- To ensure that up to date records are maintained on WFRS systems for Fire Fighters during and post-competency development.

#### Role Responsibilities

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- To proactively maintain and update where required the Fire Fighter Development programme.
  - To co-ordinate phased assessments in accordance with the Fire Fighter Development programme.
  - To record and monitor Development Fire Fighter's progress, results, and actions.
  - To develop and implement a tailored individual learning plan for identified Fire Fighters who need additional support to achieve the requirements of the Development programme.
  - To assist Station Manager in developing e-learning, co-ordinating distance learning and recording outcomes onto the database.
  - To act as an informal coach/mentor to support Fire Fighters during their development journey.
  - To carry out other duties from time to time which are commensurate within the role.

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

Assessor A1 qualification, or equivalent.	A, D
Willingness to achieve internal verifier IQA (Internal Quality Assurance) qualification within a reasonable timescale for the role.	A, I
Educated to NVQ3 or equivalent in a relevant specialism	A, D
Excellent IT skills in Microsoft 365, Word, Excel, Powerpoint, Teams, Sharepoint and databases.	A, I, P
Excellent communication skills, both written, verbal and presentation, adopting a range of styles, tools and techniques appropriate to the audience and the nature of the information.	A, I, P
Experience of working with e-learning material and resource. Ability to produce and modify material for WFRS use	A, I
Excellent organisation and planning skills.	A, I
Ability to work under pressure, including meeting unpredictable deadlines and dealing with conflicting demands and interruptions.	A, I
Ability to use own initiative to respond independently to difficult problems and unexpected situations, deciding on the best course of action.	A, I
Strong attention to detail ensuring accuracy at all times.	A, I
Experience of being flexible with working hours, role and travel.	A, I

### Desirable Criteria

Assessed By:

Verifier IQA or similar	A, D
An understanding of Fire service terminology	A, I
Experience of working in Fire and Rescue Service	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> X Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	