# 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

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|---|---|---|---|
| Job Title: | Accredited Training Centre & Firefighter Apprenticeship Manager | JEID | K0090 |
| Salary Grade: | N | | |
| Team: | Warwickshire Fire & Rescue Service Training and Development Centre | | |
| Service Area: | Fire & Rescue | | |
| Primary Location: | WFRS Training & Development Centre (TADC) Kingsbury | | |
| Political Restriction | This position is not politically restricted | | |
| Responsible to: | Group Manager (GM) Training & Development | | |
| Responsible for: | 2 x Watch Managers<br>1 x Policy Officer | | |

## Role Purpose

**Overall Role Purpose**

To lead, develop, and manage Warwickshire Fire and Rescue Service's Accredited Training Centre and Firefighter Apprenticeship Programme, ensuring the delivery of high-quality, compliant and effective firefighter development pathways that support operational competence, workforce development and organisational objectives.

**Accredited Training Centre Manager**

To lead, develop and manage Warwickshire Fire and Rescue Service's Accredited Training Centre, ensuring the maintenance of accreditation, quality assurance standards and compliance with awarding body requirements. The post holder will be responsible for overseeing internal verification, standardisation, assessment quality, learner records and performance monitoring, ensuring all qualifications are delivered consistently and in accordance with regulatory and organisational requirements.

The role will drive continuous improvement in firefighter training and development pathways, working closely with operational and training teams to ensure qualifications remain current, effective and aligned to service needs. The post holder will also provide leadership and support to staff involved in qualification delivery, assessment and quality assurance activities.

**Firefighter Apprenticeship Manager**

To lead and manage Warwickshire Fire and Rescue Service's Firefighter Apprenticeship Programme, ensuring effective delivery of the apprenticeship journey from initial training through to Gateway and End Point Assessment. The post holder will be responsible for apprenticeship compliance, performance monitoring, learner progress and achievement, ensuring that all apprenticeship activity meets the requirements of the Education and Skills Funding Agency (ESFA), awarding bodies and organisational governance arrangements.

The role will work collaboratively with internal departments, training providers and external stakeholders to develop and deliver high-quality firefighter apprenticeship pathways, maintain accurate learner records and reporting arrangements, and ensure apprentices are supported to achieve competence and professional qualifications. The post holder will promote continuous improvement and help maximise opportunities afforded through apprenticeship delivery to support workforce development and organisational objectives.

## Role Responsibilities

The post holder will:

**Key Responsibilities – Accredited Training Centre Manager**

1. Lead and manage Warwickshire Fire and Rescue Service's Accredited Training Centre, ensuring compliance with all awarding bodies, regulatory and accreditation requirements.
2. Gain and Maintain Accredited Training Centre approval and quality assurance arrangements, ensuring robust governance, audit readiness and continuous improvement processes are in place.
3. Develop, implement and monitor quality assurance frameworks, including internal verification, standardisation and assessment practices across all Accredited Training Centre qualifications.
4. Ensure learner records, certification processes and qualification data are maintained accurately and in accordance with relevant legislation and organisational policies.
5. Monitor qualification performance, achievement and quality indicators, producing reports and recommendations to inform strategic decision-making.
6. Provide professional advice and guidance to managers, assessors and instructors regarding qualification standards, assessment practice and quality assurance requirements.
7. Develop and maintain effective relationships with awarding organisations, regulators and external quality assurers.
8. Support the development of firefighter training and development pathways aligned to national standards and organisational requirements.

**Key Responsibilities - Firefighter Apprenticeship Manager**

1. Lead and manage Warwickshire Fire and Rescue Service's Firefighter Apprenticeship Programme from enrolment through to Gateway and End Point Assessment (EPA).
2. Ensure compliance with apprenticeship funding rules, apprenticeship standards and all associated regulatory requirements.
3. Monitor apprentice progress, achievement, attendance and completion rates, implementing interventions where required to maximise success.
4. Oversee the management of apprenticeship records, evidence portfolios and reporting requirements to ensure accuracy and audit compliance.
5. Coordinate Gateway and End Point Assessment processes, ensuring apprentices are appropriately prepared and supported throughout their learning journey.

6. Act as the principal liaison with external apprenticeship providers, training organisations and relevant stakeholders.
7. Develop, review and continuously improve apprenticeship delivery models to support workforce planning, firefighter competence and organisational development.
8. Produce and present performance reports, management information and recommendations relating to apprenticeship delivery, compliance and outcomes.

**Management and Leadership Responsibilities**

1. Provide effective leadership, direction and line management to staff within the Accredited Training Centre and Apprenticeship Team.
2. Manage allocated budgets, resources and contracts in accordance with organisational policies and financial regulations.
3. Contribute to the strategic development of the Training and Development Centre and wider workforce development initiatives.
4. Promote a culture of continuous improvement, inclusivity, learning and professional development.
5. Ensure compliance with all applicable health and safety, equality, safeguarding, information governance and organisational policies.

# 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: |
|---|---|
| Minimum of 3 years' experience at a senior level in a similar role. | Application form/interview |
| Assessor qualification (e.g. TAQA, A1, D32/D33 or equivalent), or willingness to obtain within an agreed timeframe. | Application form/interview |
| Internal Quality Assurance qualification (e.g. IQA, V1, D34 or equivalent), or willingness to obtain within an agreed timeframe. | Application form/interview |
| Experience in Education curriculum design and qualification development. | Application form/interview |
| Experience of quality assurance, assessment and verification processes. | Application form/interview |
| Experience of managing compliance against external standards, regulatory frameworks or awarding body requirements. | Application form/interview |
| Experience of analysing performance data and producing reports to support decision-making. | Application form/interview |
| Experience of developing and implementing policies, procedures and quality management systems. | Application form/interview |
| Experience of leading and managing teams, including performance management and staff development. | Application form/interview |
| Proven experience of designing, delivering and evaluating theoretical and practical training programmes using evidence-based educational principles. | Application form/interview |
| Knowledge of apprenticeship frameworks, standards and funding requirements. | Interview |
| Organisational and time management skills to deliver desired outcomes including tasking and accountability, also an ability to work under pressure, prioritise tasks to ensure risk based delivery of work streams under own initiative | Application form/interview |
| Understanding of quality assurance principles and continuous improvement methodologies. | Application form/interview |
| Knowledge of accredited qualifications and their application within Fire and Rescue Services. | Application form/interview |
| Understanding of confidentiality, document security markings and Data Protection/Freedom of Information issues | Application form/interview |
| Experience of working with internal and external stakeholders to deliver organisational objectives. | Application form/interview |
| Able and willing to travel to different work locations within Warwickshire and wider West/East Midlands region as the work requires | Application form/interview |

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| Experience of apprenticeship programme management, including apprenticeship compliance, Gateway processes, End Point Assessment (EPA) preparation, and delivery within the public sector. | Application form/interview |
| Excellent communication and interpersonal skills. | Application form/interview |
| Ability to lead and manage a team to deliver against set objectives. | Application form/interview |
| Ability to lead and influence change across a range of stakeholders. | Application form/interview |
| Strong organisational and project management skills. | Application form/interview |
| Ability to manage competing priorities and meet deadlines. | Application form/interview |
| Strong analytical and problem-solving abilities. | Application form/interview |
| Ability to interpret regulations, standards and guidance and apply them in practice. | Application form/interview |
| Proficient in the use of Microsoft Office applications and management information systems. | Application form/interview |
| Experience of budget management and contract management. | Application form/interview |

## Desirable Criteria

| | Assessed By: |
|---|---|
| Experience within Fire and Rescue Services, emergency services, or a comparable public sector environment, with an understanding of operational competence frameworks and Firefighter Apprenticeship Standards. | Application form/interview |
| Level 6 qualification in Education, Learning and Development, or a related discipline, with experience in curriculum design, qualification development, and workforce development programmes. | Application form/interview |
| Experience in Learning and Development, or a related discipline, with experience in curriculum design, qualification development, and workforce development programmes. | Application form/interview |

# 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

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|---|
| 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.

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| ☐ Provision of personal care on a regular basis | ☐ Driving HGV or LGV for work |
| ☐ Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | ☐ Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| ☐ Working at height/ using ladders on a regular/ repetitive basis | ☐ Restricted postural change – prolonged sitting |
| ☐ Lone working on a regular basis | ☐ Restricted postural change – prolonged standing |
| ☐ Night work | ☐ Regular/repetitive bending/ squatting/ kneeling/crouching |
| ☐ Rotating shift work | ☐ Manual cleaning/ domestic duties |
| ☐ Working on/ or near a road | ☐ Regular work outdoors |
| ☒ Significant use of computers (display screen equipment) | ☐ Work with vulnerable children or vulnerable adults |
| ☐ Undertaking repetitive tasks | ☐ Working with challenging behaviours |
| ☐ Continual telephone use (call centres) | ☐ Regular work with skin irritants/ allergens |
| ☐ Work requiring hearing protection (exposure to noise above action levels) | ☐ Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |

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|---|---|
| ☐ Work requiring respirators or masks | ☐ Work with vibrating tools/ machinery |
| ☐ Work involving food handling | ☐ Work with waste, refuse |
| ☐ Potential exposure to blood or bodily fluids | ☐ Face-to-face contact with members of the public |
| ☐ Other (please specify): | |