

SCOTTISH FIRE AND RESCUE SERVICE

JOB DESCRIPTION

JOB TITLE:	Corporate Skills Development Advisor		
DEPARTMENT:	People and Organisational Development		
RESPONSIBLE TO:	Leadership and Skills Development Manager	GRADE:	6
		JOB FAMILY:	Professional Level 2

Please note that this job description is indicative of the nature and level of responsibilities associated with this role and is not intended to be exhaustive.

ROLE OVERVIEW

The Corporate Skills Development Advisor is responsible for supporting the effective provision of leadership and corporate skills learning and development across the Scottish Fire and Rescue Service (SFRS). The post holder will work with the Leadership and Skills Development Manager and the wider team to ensure that people have the required skills, knowledge and capability for their role and to meet the overall corporate expectations placed on the SFRS.

Working as part of a team, the post holder will ensure the design of, both in-house (and with expert third parties), leadership, learning and development solutions which includes a blended approach to learning such as coaching, classroom training, 1-2-1 sessions, action learning & e-learning as well as the continued professional programme required for excellent service provision.

The individual will ensure the delivery of blended solutions and training to meet the quality assurance requirements for the function.

KEY CONTACTS

- Managers and staff within the People and Organisational Development Directorate
- Managers and staff in other directorates / functions
- Local Senior Officers and their teams
- Employees at all levels when delivering learning and development activities, advice and guidance
- Representative bodies
- Relevant professional agencies/bodies
- External service providers.

FUNCTIONAL RESPONSIBILITIES / KEY TASKS

- To ensure the provision of professional advice, assistance and internal consultancy (business partner) services to SFRS management and employees in relation to learning and development
- Design, deliver and evaluate learning and development to meet identified leadership, learning and development needs within SFRS
- Contribute to the development of POD plans, policies and project activities on an ongoing basis

- Support the establishment and implementation of the SFRS Leadership and Development Framework and portfolio of services
- Deliver learning in the most effective and efficient way, considering size of audience, location and learning objectives and using most appropriate delivery methods/channels
- Maintain a comprehensive knowledge and continuous professional development (CPD) of professional areas of expertise including learning and development.
- Operate within the requirements of the quality management systems and support performance improvement initiatives.
- Prepare, monitor and act on statistical [performance] information in relation to learning and development
- Prepare, monitor and take action on statistical [performance] information in relation to learning and development
- Prepare reports and any other management information as required
- Initiate and maintain relationships with colleagues in partner organisations and represent the function at Board meetings, working parties, management meetings as required
- Operate within the requirement of the quality management system.

ADDITIONAL INFORMATION

Criteria

Essential Criteria

- Membership of CIPD or similar Learning and Development qualification
- Experience in provision of end to end leadership, learning and development/talent development service in a similar role within an organisation of similar size and complexity.
- Specialism in the design, delivery and evaluation of corporate skills, leadership and management programmes
- Articulate and confident communicator (all levels)
- Ability to work to deadlines and manage competing priorities/demands
- Ability to use Microsoft Office packages.
- Driving licence as the ability to travel throughout the area is required.

Desirable Criteria

- Relevant degree (SCQF level 9) qualification or have equivalent knowledge gained through relevant experience in the working environment.
- Practised in the application and use of e-learning, webinars and virtual classroom delivery
- Coaching and/or mentoring experience

THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED WITHIN THIS ROLE:

Commitment to Diversity and Integrity:

- Demonstrates a fair and ethical approach in all situations
- Demonstrates confidentiality

Openness to Change:

- Proactively supports change, adjusting approach to meet changing requirements

Confidence and Resilience:

- Maintains a confident, controlled and focused attitude in highly challenging situations

Working with others:

- Works effectively with others
- Leads, involves and motivates others

Effective Communication:

- Excellent interpersonal skills
- Ability to communicate effectively both orally and in writing.

Commitment to Development:

- Committed and able to develop self, individuals, teams and others to improve organisational effectiveness

Problem Solving:

- Understands and applies relevant information to make appropriate decisions and create practical solutions

Commitment to Excellence:

- Leads others to achieve excellence by the establishment, maintenance and management of performance requirements

Planning and Implementing:

- Ability to prioritise own workload and work on own initiative
- Creates and implements effective plans to manage workload in line with organisational objectives and priorities

GENERAL RESPONSIBILITIES

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users.
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example.
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures.