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**Post Specification**

**Organisational Support**

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| **Date** | **July 2024** |
| **Post Title** | Organisational Development and Workforce Training Facilitator |
| **Job Family Role Profile** | **Organisational Support OS9** |
| **Final Grade** | **Grade 9** |

**To be read in conjunction with the job family role profile**

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| **Purpose of this post** | | |
| The Learning and Development service advises and supports in the implementing of effective change and the enhanced capabilities of the service. Through its training and development programmes, it ensures the service has a skilled workforce to meet the needs of the people of Cumbria.  This role will assist with planning and delivery of organisational development and training through the facilitation and coordination of blended learning solutions which include e-learning programmes that meet organisational priorities and enhance skills and performance of individuals and teams and support change within the service.  To make and implement recommendations and advise on policy, business services or process development in line with national and regulatory guidelines. | | |
| **Key job specific accountabilities** | | |
| 1. To work collaboratively with the service and team managers in order to identify, develop, deliver and evaluate effective solutions for learning. 2. To develop and deliver development sessions for staff from all areas of the service ensuring achievement of learning objectives. 3. To work with the service and team managers to identify and develop innovative new models of delivery to ensure that the service’s training and development offer remains current and in support of the workforce ambitions of CFRS. 4. To ensure the training and development interventions are of a high quality and appropriate. This includes:  * The use of a range of teaching and learning methods including e-learning where appropriate * Ensuring an appropriate learning environment * Using high quality resources and learning material  1. To be responsible for effectively coordinating agreed learning solutions, working closely with L&D colleagues. | | |
| **Please note annual targets will be discussed during the appraisal process** | | |
| **Key facts and figures of the post** | | |
| **Budget Responsibilities** | | * Responsible for ensuring effective resources are available to support learning activities * Responsible for ensuring learners have access to appropriate resources |
| **Staff Management Responsibilities** | | * N/A |
| **Other** | | * N/A |
| **Essential Criteria - Qualifications, knowledge, experience and expertise** | | |
| * Level 3 Award in Education and Training or equivalent qualification/practical experience with a willingness to achieve this. * Specific qualifications or demonstrable practical experience in specialist areas relevant to job role. * An NVQ 3 or 4, or NQF Level 4 or 5, is desirable or equivalent experience. * Understanding of learning and development principles and able confidently to give considered advice both within and outside the organisation. * Experience of developing, delivering and evaluating learning and development solutions including blended approaches such as e-learning, videos etc * Experience of supporting, training, facilitating and providing advice and guidance * Experience of negotiating learning aims with group and individual learners * Experience of carrying out learning assessment * Experience of evaluating the impact of learning interventions in order to inform future practice * Knowledge of policy and procedure development and application. * Need to understand the ‘how and why’, and not just the ‘what’. * Great interpersonal skills. * Capability to plan and coordinate. * Attention to detail. | | |
| **Disclosure and Barring Service – DBS Checks** | | |
| * This post requires a DBS check. * The level of check required is:   + DBS Standard | | |
| **Job Working Circumstances** | | |
| **Emotional Demands** | * Specialist areas some risk assessment required | |
| **Physical Demands** | * None | |
| **Working Conditions** | * Ability to travel as required by the role | |
| **Other Factors** | | |
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