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**PG**

**7061**

**Post Specification**

**Organisational Support**

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| **Date** | **November 2023** |
| **Post Title** | Associate Instructor Operational Training |
| **Job Family Role Profile** | **OS11** |
| **Final Grade** | **Grade 11** |

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

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| **Purpose of this post**  |
| To support, plan and lead the delivery of training and development activities in line with organisational priorities through course delivery and the development of tailored approaches to enhance skills and performance of individuals and groups and to support change within the organisation.To make and implement recommendations and advise on policy and process development |
| **Key job specific accountabilities** |
| * To work collaboratively with the operational training & development department in order to identify, develop, deliver and evaluate effective solutions for learning
* To ensure that learning activities are of high quality, appropriate and relevant in order to meet group and individual needs. This includes:
	+ The use of a range of teaching and learning methods including elearning where appropriate
	+ Ensuring an appropriate learning environment
	+ Using high quality resources and learning materials
* To work with the department managers to identify and develop new models of delivery, in order to ensure that the Service’s learning offer remains highly relevant and in support of the workforce ambitions of the Service.
* To liaise with key stakeholders to identify the most appropriate learning solution, which is likely to include the development of tailored approaches to learning in order to enhance the skills and performance of individuals and groups in order to support organisational change
* Maintain specialist instructor skills to assist the operational training and development department to coordinate and deliver training activities / development courses
* Represent the Service by attending meetings and development sessions as appropriate.
* Carry out the role of an assessor where required
* Take part in local and national exercises where necessary
* Maintain training resources and equipment
* Take responsibility for effective performance and attend training and development courses as required to maintain skill levels
* To maintain health records and undergo regular medical checks in relation to working in high risk environments

Adhere to service policies and procedures  |
| **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
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| **Staff Management Responsibilities** | * No direct line management
* Some day to day coordination of others
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| **Other** | * Carry out work in support of Service objectives
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| **Essential Criteria - Qualifications, knowledge, experience and expertise** |
| * Significant technical and theoretical knowledge gained through educational / vocational training or significant demonstrable practical experience
* Experience of working with teams and individuals to achieve their objectives
* Experience of maintaining activities to meet requirements
* Experience of taking responsibility for continuous professional development
* Experience of supporting individual development.
* Experience of supporting the efficient use of resources
* Knowledge of statutory requirements affecting role.
* A knowledge of Health and Safety legislation and statutory requirements
* A clear understanding of the risk concept and how it can be applied within a proactive safety culture.
* Understanding of equality legislation and its application to the workplace
* Ability to communicate effectively at all levels, with the ability to use a wide range of communication techniques
* Ability to utilise I.T systems for reports, performance management, monitoring etc.
* Personal integrity with the ability to demonstrate high personal standards
* Evidence of Continual Personal Development
* Able to develop self, teams and individuals to enhance work based performance
* Ability to travel throughout Cumbria and beyond including overnight stays where necessary
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| **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** | * No significant additional demands
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| **Physical Demands** | * Manual handling
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| **Working Conditions** | * Occasional requirement for outdoor working
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| **Other Factors** |
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