

meeting	NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM FIRE & RESCUE AUTHORITY	
	HUMAN RESOURCES COMMITTEE	
date	4 April 2007	agenda item number

REPORT OF THE DEPUTY CHIEF FIRE OFFICER

ESTABLISHMENT OF PERMANENT POSTS WITHIN THE LEARNING AND DEVELOPMENT SECTION

1. PURPOSE OF REPORT

To seek approval from Members for the establishment of two permanent posts into the Learning and Development Section. These two posts are Management Development Trainer and Workplace Assessor.

2. BACKGROUND

- 2.1 With the introduction of the Integrated Personal Development System (IPDS) into the Fire and Rescue Service, new approaches and methodologies had to be developed in order to meet the requirements of this model. Two of the key aspects of IPDS were the development of rolemaps for all uniformed levels and the requirement to provide enhanced management development training appropriate to the role.
- 2.2 The rolemaps set out the expectations, including the relevant managerial aspects, for each role. IPDS requires that before someone is moved into a higher role, they demonstrate their potential to work at the higher level through the Initial Test of Potential (IToP) and the Assessment and Development Centre (ADC). Those who successfully complete these processes are placed on a development programme to provide them with the appropriate skills prior to taking up the new role. The development programmes include all relevant managerial aspects, in addition to the traditional operational incident command and control skills.
- 2.3 After working through the relevant development programme, individuals can apply for promotion to the higher level. Once in post, they are classed as 'in development' in their new role and paid the appropriate rate of pay. To be deemed as 'competent', the individuals must demonstrate their ability in line with the rolemap. This competence is assessed in accordance with national guidelines which mirror the requirements for National Vocational Qualifications (NVQs).

REPORT

- 3.1 This report seeks approval from Members to permanently establish two posts to enable the Service to continue to meet the requirements of IPDS. The two posts are Management Development Trainer and Workplace Assessor and are both within the Learning and Development Section based at Service Development Centre (SDC).
- 3.2 In April 2004, the Authority approved the appointment of a Management Development Officer. This appointment was to identify the managerial training requirements for each role and develop the appropriate programmes. This work identified that the appointment of a Management Development Trainer would be a cost-effective way of delivering the generic management training modules throughout the Service.
- 3.3 Around the same time, other IPDS development work identified that in order to assess the competence of personnel in role, a Workplace Assessor would need to be appointed. This individual would be familiar with NVQ assessment protocols and would help develop the assessment strategy into the Service.
- 3.4 In November 2005 following approval from the Authority, the Service appointed on temporary contracts, a Management Development Trainer and a Workplace Assessor. These two individuals have continued to work for the Service on temporary contracts to the present day. The benefits to the organisation in having these posts permanently established are :

Management Development Trainer

- The ability to deliver a suite of generic management development courses to all sections of the workforce – ie: operational, specialists, fire control, non-uniformed. This ability can be replicated on a rolling programme as new 'potential' managers are identified. (Note: the suite of generic management development courses includes absence management, discipline and grievance, performance development reviews and recruitment and selection).
- The ability to develop new training materials relevant to organisational requirements. A recent example of this includes the development of 'stress management' guidance for managers.
- The 'in-house' facility enables the Trainer to understand the organisational perspective and answer specific questions in a context that aides understanding by the students.
- The ability to act as a conduit for feedback into the Service. An example of this is where amendments were made to the 'Absence Management Policy'. The Management Development Trainer was able to bring relevant feedback to the forum.

- The ability to sustain our external accreditation of management development training through the Institute of Leadership and Management.

Workplace Assessor

- The previous experience of assessment techniques, portfolio building and working with external verifiers and the ability to develop these aspects within the Service.
- The ability to build organisational capacity, in terms of competence assessments, by working with relevant line managers and developing them to become qualified assessors. This support is required on a rolling programme as new line managers are put in place.
- To carry out assessments of competence (the current post-holder has in excess of twenty-five candidates they are directly supporting).
- The ability to develop in-house systems in respect of audit trails and appeals procedure to satisfy the requirements of the external verifier and the Fire Service Circular.
- The ability to sustain 'Centre Accreditation', to the satisfaction of Edexcel (the external verifiers), for the Service Development Centre to deliver NVQs.

4. FINANCIAL IMPLICATIONS

Both posts both appear on the organisational chart for the Learning and Development Section and the budget for the posts have already been included in the training budget for 2007-2008 and for ongoing years.

5. PERSONNEL IMPLICATIONS

These posts have job descriptions and person specifications already written and are attached here at Appendix A. Additionally, the job descriptions have previously been through job evaluation for the appointments on the earlier temporary contract. There are no additional personnel implications arising from this report

6. EQUALITY IMPACT ASSESSMENT

The two posts concerned were advertised through the normal process and the appointments made accordingly. The confirmation of the posts presents no additional equalities issues.

7. RISK MANAGEMENT IMPLICATIONS

The Service's compliance with regard to the development of its staff is formally assessed through processes such as CPA. IPDS is an inherent part of staff development and failure to meet obligations under this framework could lead to criticism from external auditors

8. RECOMMENDATIONS

That on behalf of the Fire & Rescue Authority the Human Resources Committee approves the permanent establishment of the two posts of Management Development Trainer and Workplace Assessor into the Learning and Development Section.

9. LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS (OTHER THAN THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION)

None.

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DEPUTY CHIEF FIRE OFFICER

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**NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
JOB DESCRIPTION**

Job Title: Management Development Trainer

Grade: 4

Conditions of Service: NJC for Local Government Services

Responsible to: Management Development Officer

Responsible for: None

1 General Description of Post

To design, deliver and evaluate leadership and management development interventions throughout the Service to support the modernisation agenda and the implementation of the Integrated Personal Development System [IPDS].

2 Specific duties

- 1 To work with the Management Development Officer to deliver a range of training and development interventions to all staff groups, including the design, production and delivery of learning materials to support the Service's corporate objectives and implementation of IPDS at various locations across the county.
- 2 To participate in the management and delivery of accredited programmes, including leading on programme delivery, assessment and verification of submitted work, contributing to QA activities and the coordination/support of guest presenters.
- 3 To undertake evaluation activities to ensure all training is delivered in a professional, motivational and effective manner.
- 4 To maintain validity and effectiveness of training documentation and contribute to the maintenance of training records.
- 5 To build effective working relationships through liaising with, advising and supporting Service managers and staff.
- 6 To occasionally represent the Learning & Development Service at local, regional and national meetings/events.
- 7 To be involved in the Workplace Assessment and Assessment and Development Centre activities at local and regional level as required.
- 8 To undertake projects/assignment as required by the Management Development Officer.

- 9 To remain abreast of industry standards and best practice.
- 10 To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

General Responsibilities (all employees)

(a) Health and Safety

To take reasonable care for your own health and safety and work and that of other persons who may be affected by your work activities.

To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

To familiarise yourself with the contents of the Service's Written Safety Policy, as well as any technical information provided to assist you to operate appliances or equipment or to handle hazardous substances.

To wear personal protective equipment supplied to you by the Service in the manner in which you have been instructed to do so.

(b) Use of equipment and other appliances

To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the job holder's duties

(c) Equalities

To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.

To promote and deliver fair and quality services that are sensitive and responsive to all service users.

(d) Code of Conduct

To adhere to the standards of the Code of Conduct established by the Service.

(e) Personal Development

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

(f) Information Technology

To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.

To undertake any training and operation of new technologies and associated systems as required.

**NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE
PERSON SPECIFICATION
MANAGEMENT DEVELOPMENT TRAINER**

	ESSENTIAL	DESIRABLE
Education & Training	Recognised Management Qualification e.g. CMS or NVQ in Management	CIPD Membership
	Recognised Training Qualification e.g. Certificate in Training Practice, C&G 7307	D32/22 or A1
Experience	2 Years in management role	HR Background/training experience
		Experience of management development
Skills	Excellent organisation skills	Experience in managing accredited programmes
	The ability to plan and prioritise	Knowledge of awarding body quality
	Good written and oral communication skills	
	The ability to build and sustain positive relationships	
Knowledge	An understanding of Fairness at Work and Equality of Opportunity.	
	Understanding of the health and safety issues.	
	IT literate – able to use Office 97/MS Outlook	
Other Requirements	Full driving licence and own vehicle.*	
	Ability to transport own training resources to station	
	Ability to prepare the training environment	
	Ability to communicate well both orally and in writing	
	Occasional weekend/evening work	

*** Reasonable adjustment will be considered for disabled applicants**

**NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
JOB DESCRIPTION**

Job Title: Workplace Assessor

Grade: 4

Personnel Reference:

Conditions of Service: NJC for Local Government Services

Responsible to: Workplace Assessment Co-ordinator

Responsible for:

1 General Description of Post

To undertake the development and implementation of workplace assessment throughout the Service.

2 Specific duties

1. To work with the Learning and Development Manager and the Workplace Assessment Co-ordinator to develop the process and procedures for workplace assessment within the Service.
2. To implement and administer induction and assessment procedures that adhere to the organisational Quality Assurance policy and, where appropriate, to Awarding Body requirements.
3. To support and guide candidates to develop their personal and professional attitudes, skills and abilities in line with workplace assessment.
4. To undertake assessment and to guide and support candidates as to the required evidence to meet The National Occupational Standards and to demonstrate a fair and reliable judgement of that evidence.
5. To maintain accurate and verifiable candidate assessment and achievement records inline with the organisational Quality Assurance policy and ,where appropriate, the awarding body.
6. To co-operate with and support other Assessors and Quality Assurance personal within the organisation to ensure consistent best practice.
7. To maintain professional standards and experience by undertaking relevant continuous professional development
8. To attend and contribute to organisational team meetings as and when required

9. To contribute to designing, developing and updating specific learning, guiding and support materials relevant to workplace assessment and the organisation
10. To act as an Assessment Development Centre Assessor up to and including middle management
11. To assist with the development and implementation of management development programme initiatives.
12. To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post.

3 Specific Health & Safety Responsibilities

By means of liaison with the Service Health and Safety Advisers, ensure that: -

- (a) the risk from the hazards associated with the development, implementation and administration of the workplace assessment and induction is assessed and controlled.
- (b) The content of the learning and support materials provided to aid candidates in developing their attitudes, skills and abilities, encompassing health and safety risk management topics.

General Responsibilities (all employees)

(a) Health and Safety

To take reasonable care for your own health and safety and work and that of other persons who may be affected by your work activities.

To co-operate with Nottinghamshire Fire & Rescue's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

To work in a safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

To familiarise yourself with the contents of the Service's Written Safety Policy.

(b) Use of equipment and other appliances

To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the job holder's duties

(c) Equalities

To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices and to treat all colleagues, service users and contacts with respect and in accordance with the expectations laid down by the Service.

To promote and deliver fair and quality services that are sensitive and responsive to all service users.

(d) *Code of Conduct*

To adhere to the standards of the Code of Conduct established by the Service.

(e) *Personal Development*

To keep up to date with current practice, undertake training and Continuous Professional Development as appropriate.

(f) *Information Technology*

To comply with security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and ensure adherence to the principles of the Data Protection Act.

To undertake any training and operation of new technologies and associated systems as required.

NOTTINGHAM FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

Temporary Workplace Assessor

	Essential	Desirable
Experience	Experience of assessment against National Occupational Standard.	Experience of working in a managerial position
	D32/33/A1 Qualified with experience of assessing in a diverse environment	
	Experience of delivering training	
Skills	Good basic IT skills, including use of MS Office suite	
	Evidence of organisational skills including the ability to maintain centre records for audit purposes	
	Ability to prioritise work requirements	
	Able to work on own initiative and also as part of a team	
	Able to communicate with all levels of staff both internally and externally	
	Effective oral and written skills	
	Ability to promote workplace assessment	
	Proven ability to progress candidate through workplace assessment	
	Knowledge	Awarding Body requirements of a NVQ Accredited Centre
	Professional knowledge of assessment procedures	
	Professional knowledge of Internal Verification procedures	
Qualifications	A1/D32D33, working towards V1	V1, a relevant training qualification
Other requirements	Full, clean driving license and own transport*	
	Commitment to the Equalities and Fairness policies of the organisation	

*For those covered by the Disability Discrimination Act, reasonable adjustment will be considered