

HUMBERSIDE FIRE & RESCUE SERVICE

EMPLOYEE SPECIFICATION – Learning and Development Technician

Post Ref:

Temporary

Established ✓

Part-Time

Full-Time ✓

Job Share

	Essential	Desirable	How Measured
Experience	<ul style="list-style-type: none"> • Experience of delivering agreed outcomes on-time and within budgets. • Experience of promoting equality and diversity in all aspects of employment and service delivery. • Strong IT skills. • Able to deliver, present and facilitate training to a range of different audiences. • Strong customer focus and experience of working collaboratively with colleagues. • Self-discipline and proactivity to work as part of a team and alone. • Working experience using XVR, PDR pro or Workforce pro 	<ul style="list-style-type: none"> • Previous L+D experience • An awareness of individual learning styles and the important of appealing to these in L&D delivery • Ability to remain calm and contained under pressure. • Adopts a flexible approach to the requirements of the job. • Previous experience developing E-learning materials. • Previous experience with complex system administration. 	Application Form Interview
Education Training Qualifications	<ul style="list-style-type: none"> • Evidence of CPD • Willingness to undertake job related courses and qualifications for role development. E.g., e-learning development. 	<ul style="list-style-type: none"> • L+D apprenticeship • Understanding of fire service terminology. 	Application Form
Special Knowledge	<ul style="list-style-type: none"> • A good understanding of the Learning and development technician's role. • Comprehensive Core Codes of ethics knowledge. • Comprehensive knowledge of National Operational Guidance tools. • Design courses for E-learning, XVR simulations 	<ul style="list-style-type: none"> • Good knowledge of learning & development theory & practice 	Application Form Interview

Skills and Abilities	<ul style="list-style-type: none"> • IT skills including Microsoft office, Excel, Word, forms and power-point. • Able to analyse data and run reports in a timely manner. • Good communication skills, oral and written. 		Application Form Interview
Behavioral Criteria	<ul style="list-style-type: none"> • Understands and demonstrates Core Codes of Ethics • Trusted to work to a high standard often remotely 		Interview
Working Arrangements	<ul style="list-style-type: none"> • 37 Hour Flexible Contract • Flexibility to travel to locations both within and outside of the service area. 		Interview