



THE ROLE

Trainer

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| Department: | Learning and Development |
| Grade/Rank: | Trainer (Crew Commander pay scale) |
| Responsible to: | Lead Trainer (Watch Commander) |
| Location: | Primary location Fire Service L&D Reigate |
| Responsible for: | Not applicable |

Job Purpose:

To protect and save life, property and the environment by contributing to the protection of people and making communities safer by developing and delivering training to Fire Service Staff and support individual learners to achieve their objectives through coaching and mentoring.

- Managing and leading a team through development and assessment to meet set objectives.
- Assess candidates using a range of methods by developing assessment plans and providing feedback and support and making recommendations on further training requirements.
- Create a climate that promotes learning by developing good relationships and reducing limits or barriers to ensure effective development of individual.
- Enable learning through activities and presentations to groups and evaluate performance through feedback.
- Monitor and review progress with learners to ensure training and development needs are being met.
- Deputising for the Lead Trainer in their absence or as required managing supervisory and administrative tasks.

Our Core Values and Behaviours:

- **Fairness and Respect** – We embrace diversity and promote a culture of inclusivity.
- **Responsibility** – We are answerable for our decisions and actions.
- **Professionalism** - We will always be the best we can be.
- **Honesty and integrity** – We are truthful and trustworthy. We do the right thing even if it's not the easiest option.
- **Leadership** – We choose to lead by example and inspire others in an ethical way.
- **Openness** – We are open to new ideas.

Our behaviours are what people experience when they interact with us. They encompass how we do our work and how we treat others. We expect all existing and future staff to uphold and promote these Values and Behaviours.

Main Duties and Responsibilities:

- Support Lead Trainers in the management and administration of the department and in the absence of the Lead Trainer, deputise on his/her behalf.
- Develop training sessions for individuals and groups by using the appropriate learning materials to ensure learning objectives are met.
- Manage and develop self and others. Take responsibility for personal performance. Reflect on effectiveness and relationships with your staff to achieve improved performance. Place personal improvement challenges in your own development plan and allow others to contribute.
- Create a climate that promotes learning by developing good relationships and reducing limits or barriers to ensure effective development of individual.
- Establish and maintain effective working relationships with stakeholders to motivate and develop skills to improve performance.
- Maintain training equipment in a state of readiness, including cleanliness, repairing and testing as required to approved standards and procedures to undertake checks on emergency resources provided for fire service use.
- Positively contribute to a safe work environment; proportionately apply Health and Safety, Risk Management, Business Continuity and Safeguarding policies and procedures. Process personal data fairly and lawfully as identified within the General Data Protection Regulations (GDRP) 2018.
- Actively support safeguarding principles and the embedding of the Service's Inclusion Strategy.
- To undertake any other reasonable duty, commensurate with the grading and responsibility of the post in order to meet service priorities and business continuity requirements.



THE PERSON

Trainer

Knowledge and Experience

- Experience of working with a diverse group of staff to ensure effective service delivery.
- Experience of flexibility in managing changing priorities and situations.
- Experience of working within a team, communicating effectively and demonstrating professionalism within the Service and towards the public, partner agencies and other service providers.
- Experience of having managed, engaged and motivated others both within the Fire Service and externally.
- Experience of having understood and applied relevant information to make appropriate decisions which reflect key priorities and requirements.
- Knowledge of the Fire Service Operations and National Guidance (NOG).
- Knowledge of the Service's Public Safety Plan (PSP).
- Knowledge of the legislation relating to Health and Safety in the Workplace.

Skills and Abilities

- Able to be open and flexible towards change, leading participation in devising solutions to problems that may occur from time to time.
- Able to demonstrate a calm, confident and resilient approach to unpredictable, challenging or dangerous situations.
- Ability to adopt different methods and innovative ways to gain support and influence internal and external stakeholders.
- A proactive approach to work, and the achievement of a consistently high standard of work, displaying high personal and professional standards and challenging poor behaviour and performance.
- Ability to work effectively with technology and able to demonstrate competence with basic software or IT equipment.
- A demonstrable commitment to continuous professional development or the attainment of personal goals.
- Ability to demonstrate a respect for others and willingness to challenge.

Equal Opportunities

- Understanding of and commitment to Inclusion & Equality in the workplace.