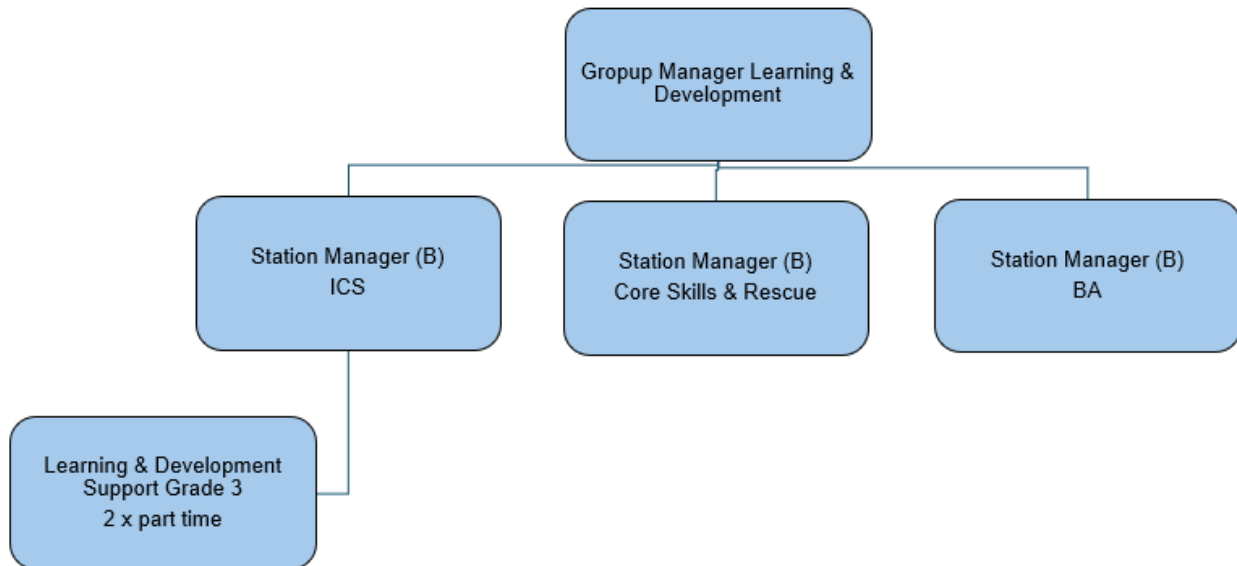


<b>Job Title</b>	<b>Learning &amp; Development Support</b>		
<b>Post Reference</b>	*SS HRLD LD DLS 1a	<b>Temporary/Permanent</b>	Temporary
<b>Grade</b>	3	<b>Hours</b>	22.2hrs
<b>Reports to</b>	Station Manager Learning and Development		
<b>Line Management Responsibilities</b> (Direct and Indirect)	None		
<b>Directorate/ Department</b>	Human Resources & Learning and Development		
<b>Location</b>	Training Centre, Whitley Wood		
<b>Politically Restricted</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
<b>Level of DBS Check Required</b>	<input checked="" type="checkbox"/> <b>Standard</b> <input type="checkbox"/> <b>Enhanced</b> <input type="checkbox"/> <b>Enhanced (with barred Child)</b> <input type="checkbox"/> <b>Enhanced (with barred Adult)</b>		
<b>Safeguarding Level Required</b>	<input checked="" type="checkbox"/> <b>Level 1</b> <input type="checkbox"/> <b>Level 2</b>		
<b>Main Purpose of the Job</b>			
<p>To provide an efficient and effective administrative service, providing support to the Learning and Development and Driver Training Teams, and liaison with the Resourcing Development team. Assist in other initiatives undertaken by the L&amp;D team.</p>			

## Organisational Structure



## Key responsibilities and Deliverables

Provide effective administration and support to the Learning and Development team and Driver Training team.

Administer liaison with Resourcing and Development team, other RBFRS Directorates and external agencies and organisations as required.

Populate and maintain Operational Training Planner and Firewatch training recording programmes in conjunction with L&D Managers.

Be responsible for the organisation of training courses according to the annual Operational Training plan, including making the liaison arrangements of suitable venues, liaising with external partners (e.g. SCAS, etc.), course trainers and external instructors, in support of WM subject leads.

Be responsible for the administration of training and assessment events in support of the acquisition and maintenance of operational qualifications across the Service.

Be responsible for the development and maintenance of departmental records.

Provide a departmental point of contact in support of Facilities, contractors, visitors and liaison as required.

Be responsible for co-ordination and issue of joining instructions to ensure that training delivery is maintained.

To act as a first point of contact for the service, providing general administrative functions as and when required, in support of training managers and instructors.

Assist in recruitment campaigns for new entrant Firefighters and internal promotional processes for operational staff as required.

Attend and participate in team meetings and maintain records.

Undertake financial administration using relevant finance system and check and refer invoices to finance section for payment.

Contribute to procurement and commissioning activities as directed by line management, for example, the maintenance of stocks of consumables and supplies for the training centre (eg: stationery, scrap cars, smoke oil etc)

## Person Specification

<b>Qualifications and training</b>	On recruitment	After Training
Maths and English to GCSE level grade C or above (or equivalent qualifications)	X	
CIPD Level 3 foundation certificate in Learning and Development Management or equivalent		X
CIPD Level 3 foundation certificate in Learning and Development Management or equivalent or 2 years relevant experience		X

<b>Knowledge, skills and experience</b>	On recruitment	After Training
Good Interpersonal skills, able to clearly express oneself and engage with people at all levels	X	
Demonstrable written and verbal skills, i.e. invite letters, emails, liaising with employees and external contractors and visitors	X	
Computer literate (word, excel, outlook, able to produce letters, send emails)	X	
Ability to work unsupervised and in a team	X	
Organisational skills – able to plan i.e. booking of training venues, organising training instructors	X	
Understanding of training & development environment	X	
Understanding of basic recruitment and promotion process	X	
General understanding of database work and the importance of accurate data	X	
Experience of Fire Service operations and/or similar public service		X
Previous administration experience	X	
Basic awareness of the range of activities carried out by RBFRS		X
Experience of training & development environment		X
Experience of undertaking recruitment and promotion process		X

## Other Requirements

Ability to travel to other locations within the county of Berkshire  
Flexible approach to working hours and attendance and ability to attend meetings out of hours on occasion.

## RBFRS Behaviours

The Behavioural Competency Framework outlines the standards that we already hold ourselves to and sets out the behaviours that are associated with our core values. These have been divided into three levels in the organisation based on the role an individual is performing - Leading Self, Leading Others and Leading the Service.

This level this role operates is **Leading Yourself**

### Leading Yourself (Behaviours for Everyone)

<b>Safe</b>	We are a service where our health, safety and wellbeing is a shared responsibility. Speaking up, looking out for each other, and holding high standards are how we keep our people and communities safe.
<b>Supportive</b>	We are a service where support isn't just about words, it's about action. Looking out for each other, sharing knowledge, and working together make us stronger.
<b>Inclusive</b>	We are a service where inclusion is a shared responsibility. It's not about making everyone the same, it's about making sure everyone feels like they belong, is treated fairly and has a voice. Inclusion happens through everyday actions, not just policies.

### Leading Others (Behaviours for those who Manage/Influence Others)

<b>Safe</b>	We set the tone for a safe and professional environment. Whether we lead a team directly or influence others across the service, we create an environment where people feel confident speaking up, take responsibility, and support each other to maintain a working environment that feels safe for all.
<b>Supportive</b>	We create a working environment where people feel supported practically, emotionally and in their development. Whether leading a team or influencing others, we create supportive places and encourage personal and professional development.
<b>Inclusive</b>	We create a working environment where everyone is valued, respected, and able to contribute. Inclusion isn't just about policies, it's about what we do every day. We take responsibility for leading in a way that lets people know they belong.

### Leading the Service (Behaviours for those in Senior Management Positions)

<b>Safe</b>	The way we lead, the decisions we make, and the culture we shape, result in everyone feeling safe to do their best work. Safety isn't just about policies and procedures; it's about building trust and the confidence to speak up and act.
<b>Supportive</b>	We lead in a way that strengthens our service for the long term, supporting our workforce and the communities we serve. How we lead shapes the conditions for people to thrive and the impact we have beyond our own teams.
<b>Inclusive</b>	As senior leaders, we set the standard and remove the barriers. People's experience of our service is shaped at the top. The way we lead determines whether inclusion is something people feel in their day-to-day, or just something

# ROYAL BERKSHIRE FIRE AND RESCUE SERVICE

Job Profile Green Book [F600]

	we talk about. It's our job to make sure it's real, measurable, and built into how we operate.
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<b>Profile prepared by:</b>	Stuart Ferguson, Station Manager, L&D		
<b>Approved by:</b>	Andy Stockwell, Group Manager, L&D		
<b>Profile Effective from:</b>	27/09/2025	<b>Last reviewed:</b>	20/04/2026
<b>Post holder name:</b>		<b>Signature:</b>	
		<b>Date:</b>	