



MID AND WEST WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

POST TITLE	Training and Competence Manager
LOCATION	Service Headquarters, Lime Grove Avenue, Carmarthen, SA31 1SP (<i>The location of the post is negotiable and may be discussed with the Head of Department during the application stage</i>)
POST NUMBER	
GRADE	Grade 11
DEPARTMENT	
DBS CHECK	

Please ensure you address each of the following requirements in your Application Form as they will be used for shortlisting purposes. You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Factor	Evidence	Essential/ Desirable	Assessment Method
Person Specification	Have successfully completed the SFJ Level 4 Diploma in Fire Safety	Essential*	Application form, Certificates and Interview
	Experience within Fire Safety environment	Essential*	
	Recognised qualification in teaching, training, assessment, internal quality assurance, coaching or mentoring, or demonstratable equivalent professional experience.	Essential*	
	Demonstratable commitment to continuing professional development within fire safety training and competence.	Essential*	
	Full Uk driving license	Essential*	
	SFJ Level 5 Diploma in Fire Engineering Design (Technician)	Desirable	
	IOSH Managing Safely or equivalent	Desirable	
	Demonstrable experience of interpreting, applying and advising on relevant legislation, regulatory frameworks and enforcement procedures with the ability to provide	Desirable	



	sound legal and compliance advice within the context of business fire safety. Welsh Language skills (Verbal and Written)	Desirable	
Qualification and Professional Development	Successfully completed the Level 4 Diploma in Fire Safety. Evidence of relevant continual professional development within fire safety training. Confidence or professional development. Relevant qualification in teaching, training, assessment, coaching, mentoring or learning and development or demonstrable equivalent experience. Level 3 Award in Education and training or equivalent teaching/training qualification. Level 3 certificate in Assessing Vocational Achievement (CAVVA) or equivalent assessing qualification. Internal quality assurance qualification. Recognised coaching or mentoring qualification. Relevant management or leadership qualifications such as ILM Level 3/5 or equivalent. Degree or equivalent qualification in education, learning and development, Fire safety, management, or another relevant discipline. Relevant qualification or demonstrable experience in regulatory compliance, enforcement, investigation or legal practise.	Essential* Essential* Essential* Desirable Desirable Desirable Desirable Desirable Desirable Desirable	Application form, Certificates and Interview
Knowledge and Technical Competence Requirements	Comprehensive knowledge and understanding of fire safety legislation, guidance and regulatory frameworks relevant to Business Fire Safety including the RRO 2005 and associated legislation. Knowledge and understanding of competency-based training, learning and development principles and their application within the professional regulatory environment. Knowledge and understanding of the principles of assessment. Moderation and internal quality assurance,	Essential* Essential* Essential*	Application form, Certificates and Interview



	including the importance of maintaining consistence and defensible assessment standards.		
	Knowledge and understanding of competency frameworks and the development, implementation and review of training and competence programmes.	Essential*	
	Ability to develop, implement and evaluate structured learning and development programmes that support organisational priorities and professional standards.	Essential*	
	Ability to assess and assure the competence of staff against defined professional, technical and organisational standards.	Essential*	
	Ability to identify competence gaps and develop appropriate learning, coaching, mentoring, or development interventions to address them.	Essential*	
	Knowledge and understanding of continuing professional development and the importance of maintaining professional competence within the regulatory environment.	Essential*	
	Ability to use evidence, performance data, quality assurance, findings, and feedback to evaluate the effect and risks of training and competence arrangements.	Essential*	
	Knowledge and understanding of equality, diversity and inclusion considerations in the design and delivery of learning, assessment and development activities.	Essential*	
	An ability to maintain accurate training, assessment, competence and CPD records and use relevant systems to monitor compliance and organisational assurance.	Essential*	
	Knowledge and understanding of recognised professional competency frameworks relevant to business fire safety.	Desirable	
	Knowledge of the National Fire Chiefs Council (NFCC) competency framework and professional development arrangements relevant to fire safety.	Desirable	
	Experience of designing and delivering training programmes for technical or professional staff.	Desirable	
	Experience of undertaking formal assessment, internal quality assurance, moderation or standardisation activities.	Desirable	



	Experience of developing, coaching and mentoring programmes. Experience of evaluating the impact and effectiveness of training through performance measures, quality assurance, learner feedback, and organisational outcomes.	Desirable Desirable	
Management and Leadership Experience	Demonstratable experience of leading and managing people within a professional, technical, regulatory or learning and development environment. Ability to provide clear direction, support and professional leadership to staff and promote a positive culture of learning, development and continuous improvement. Ability to manage competing priorities and resources effectively to deliver organisational and departmental objectives. Ability to lead change and implement improvements to training, competence and professional development arrangements. Ability to develop effective working relationships with internal and external stakeholders. Ability to use evidence, performance information, quality assurance, findings, and feedback to inform management decisions and improve organisational performance. Experience of leading individual, organisational or departmental training and competence programmes. Experience of working collaboratively across organisational boundaries and with external professional or educational partners. Experience of managing change.	Essential* Essential* Essential* Essential* Essential* Essential* Desirable Desirable Desirable	Application form, Certificates and Interview



Personal Qualities and Behaviours	Demonstrates a strong commitment to professional standards, integrity and continuous improvement.	Essential*	Application form, Certificates and Interview
	Demonstrates a positive and inclusive approach to learning, development and professional competence.	Essential*	
	Builds effective relationships based on trust, respect, openness, and professionalism.	Essential*	
	Demonstrates excellent communication and interpersonal skills with the ability to communicate effectively with staff at all levels.	Essential*	
	Is approachable, supportive and able to create an environment in which individuals feel encouraged to develop and learn.	Essential*	
	Demonstrates resilience and the ability to manage challenging situations in a calm, professional, and constructive manner.	Essential*	
	Demonstrates A proactive approach to identifying opportunities for improvement and delivering sustainable change.	Essential*	
	Demonstrates A commitment to equality, diversity and inclusion and promotes a culture where all staff are valued and supported.	Essential*	
	Demonstrates A commitment to the services, vision, values and behaviours and to delivering positive outcomes for the communities across Mid and West Wales.	Essential*	