

## Job Description

<b>Post Title:</b>	Leadership and Organisational Development Facilitator		
<b>Directorate:</b>	People and Organisational Development		
<b>Department:</b>	Leadership and Organisational Development		
<b>Location:</b>	Across sites (based at Service Head Quarters)		
<b>Grade:</b>	F	<b>Date:</b>	August 2024

<b>Responsible To:</b>	Head of Leadership and Organisational Development
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<b>Liaison With:</b>	Leadership and Organisational Development (L&OD) team, The wider People and Organisational Development (POD) function, Area Manager POD, Other LFRS personnel.
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### Purpose of Job:

- To support the delivery of the Service's People Strategy in meeting the requirements of the overarching Community Risk Management Plan through organisational development initiatives.
- To enhance the leadership capabilities and overall organisational effectiveness of the Service.
- Leading on specific leadership and organisational development initiatives/programs to foster a culture of continuous improvement and positive working environments.
- Designing/creating learning Interventions, and implementing innovative, blended learning solutions that address the unique needs of the Service.
- Promoting organisational growth by using data-driven insights to identify opportunities for development and delivering targeted interventions to support workforce planning, succession planning, and talent management.
- Building a resilient, skilled, and motivated workforce that aligns with the Service's values and strategic goals.

## **Main Activities, Duties and Responsibilities:**

1. Lead on learning and/or organisational development initiatives as directed by the Head of L&OD.
2. Working closely with partners and customers to explore and understand current challenges or development opportunities and designing/creating relevant and effective L&OD activities and/or interventions.
3. Design and delivery of innovative blended learning and development activities to groups and individuals.
4. Support, facilitate and monitor progress of Learning and OD Projects/Interventions to ensure a timely and efficient service at all times.
5. Evaluate the effectiveness of L&OD activities to ensure they are meeting the organisations objectives.
6. Analyse data and produce reports relating to L&OD workstreams as required by the Head of L&OD.
7. Supporting organisational learning opportunities across the service to ensure continuous improvement.
8. Supporting the administration and booking process for relevant learning and development activities, including but not limited to, planning dates, booking internal and external training facilities, resources, refreshments and equipment, attendance marking relevant to the session.
9. Communication with the wider organisation relating to L&OD activities, interventions, programmes.
10. Role model a business focused performance approach, contributing to a culture of learning and continuous improvement.

## **Other**

6. To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
7. To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
8. To carry out such duties as may from time to time, be agreed and directed by the CFRO which are commensurate with the grading of this post.

### Special Features

To promote, uphold and act in accordance with the Service values:

- ✓ Professional – competent, reliable, respectful
- ✓ Positive – constructive, confident, enthusiastic
- ✓ Honest – truthful, trustworthy, fair

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

**Signature of Post holder** \_\_\_\_\_ **Date** \_\_\_\_\_

## Additional Information for Job Evaluation

<b>Budget Directly Responsible For:</b>	None
<b>Budget Indirectly Responsible For:</b>	None
<b>Number of employees Responsible For:</b>	None
<b>Qualifications and Experience Required:</b>	

