

Job Description

Post Title:	Training and Development Coordinator		
Directorate:	Operational Response		
Department:	Training and Development		
Location:	Epinal Way, Loughborough, Leicestershire, LE11 3GE		
Grade:	E	Date:	July 2024

Responsible To:	Station Manager – Training and Development
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Liaison With:	All Training and Development Staff, Employees across Leicestershire Fire and Rescue Service. Relevant Partners, Stakeholders and Customers, both internal and external, across the Region and Nationally. External training providers
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Purpose of Job:

As the Training and Development Coordinator you will be required to:

Support in the forecasting, costing, planning, and resourcing of Training and Development (T&D) activities, to meet the requirements of internal customers.

Ensure that Training Instructors and resource allocations are correct and meet the pre-determined tariff for each course.

Provide Line Management to the T&D Business Support Administrator Team.

Act as a representative of T&D, providing advice and guidance, as directed by the T&D Management Team to internal customers, in relation to Training opportunities to meet strategic planning requirements.

Support the T&D Management Team in sourcing and agreement of contractual terms and conditions of externally provided training and/or services.

1. To support the development and organisation of the annual T&D Training Planner in line with Service/departments needs and priorities.
2. To provide a conduit between T&D and its customers, both internal and external, to ensure that their training and / or development needs are captured.
3. To assist with budgetary oversight of Training and Development, ensuring the department remain within allocated budgets.
4. To forecast and plan the training and/or development requirements of both internal and external customers, including the required resource planning.
5. To ensure the timetable for delivery of training courses meets with the needs of the service and T&D team.
6. To manage and maintain the T&D courses planned, ensuring that courses are sufficiently resourced with the pre-determined tariffs.
7. To Line Manage the T&D Business Support Administrator Team, including responsibility for their induction, appraisal, and staff development, ensuring that they comply with LFRS procedures.
8. To provide effective support for T&D Business Support Administrator Team to ensure that they can fulfil their professional duties and meet the requirements of their job description.
9. Support the use of the Learning Management System (LMS) be able to create reports and give feedback on data.
10. To support the procurement and negotiation for training provision and/or other services directly linked to T&D activities as directed by the T&D Management Team.
11. To liaise with external training providers in order to book training courses.
12. Liaise and network with other FRS' as well as other regional partners as deemed appropriate.
13. Contribute to the development of the T&D Department Plan in accordance with "Our Plan" and CRMP.
14. To provide management information regarding metrics and planning issues.
15. Ensure the health, safety and welfare of staff, learners and visitors.
16. To provide a flexible approach to planning & delivery to ensure the Service is fully supported.

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

Budget Directly Responsible For:	None
Budget Indirectly Responsible For:	Requires oversight of the T&D budget
Number of employees Responsible For:	Currently 2 (FTE) – Business Support Administrator Team
Qualifications and Experience Required:	Level 3