



JOB DESCRIPTION

Job Title	Leadership Development Advisor
Department:	People & Development
Location	CFRS Training Centre, Sadler Road, Winsford
Post Number:	
Grade/Role	SO1
Special Allowances	Casual Car Allowance
Responsible to	Organisational Development Manager

JOB PURPOSE

To enable the increased capacity of managers, teams and individuals through the provision of a range of learning and organisational development interventions; so that managers and employees can contribute effectively to the achievement of Cheshire Fire and Rescue Service corporate objectives.

- 1 Facilitate and create leadership development activities (and materials) that effectively engage, develop and manage the individual, training group or meeting, resulting in the learning transfer of skills or knowledge which will increase the individual's personal capacity to deliver in their role.
- 2 Ensure the appropriate planning and preparation is undertaken to deliver leadership activities associated with the annual training calendar, specific departmental requests and the appraisal process.
- 3 Provide advice and support to managers to identify individual and team development needs through a variety of sources, including analysis of evaluation returns, training requests, performance appraisals etc. to ensure skills gaps have been identified, development plans are in place and training interventions are fit for purpose, proportionate and offer value for money.
- 4 Provide guidance and information to individuals in relation to IFE examinations and career development, working in conjunction with the Senior Leadership Development Advisor and the Leadership Development Assistant to ensure that appropriate mechanisms are in place to support candidates embarking on a course of IFE study.
- 5 Evaluate development activities delivered, measuring the impact on the individual/team, identifying trends, risks or issues and communicating these to others (Managers, Senior Leadership Development Advisor, and/or HR Business Partners) to agree actions to improve and resolve the issues highlighted and to ensure the continuous improvement of the development activity.

- 6 Perform the role of coach or mentor across the Service and use skills and knowledge to assist individuals to identify and meet specific development requirements in either a formal or informal capacity. Provide feedback to individuals participating in the Service's 360 appraisal process.
- 7 Participate in the planning and delivery of in-house promotion and other recruitment processes including the provision of support and guidance to successful/unsuccessful candidates and the delivery of feedback on psychometric tests and personality questionnaires.
- 8 Co-ordinate and facilitate the delivery of Employee Inductions with client managers ensuring every individual joining CFRS understands what is expected of them, the values and culture of the organisation and the role they have to play in the success of CFRS.
- 9 Work collaboratively with members of the HR Business Partner team where required to support and facilitate the development requirements of the Service.
- 10 Contribute, design, implement and evaluate learning, leadership and organisational development policies, guidance and materials/courses to ensure that CFRS has comprehensive, effective development material, validated systems and processes to support its agreed corporate objectives in line with best practice.
- 11 Participate in the review of transactional processes with colleagues from the wider HR team to ensure they are efficient and effective, use technology to enhance workflow and improve the performance of the task and the HR Service.
- 12 Support the implementation of the national fire service agenda including work identified via HMICFRS feedback – AFI's and contribution to the NFCC research projects.
- 13 Demonstrate continuing professional development in order comply with and deliver ILM and other accredited programmes.
- 14 Undertake bespoke projects and activities as directed by the OD Manager in conjunction with individual areas of responsibility and the needs of the business.

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

Equality and Diversity

To promote, adhere to and implement the Service's Equality and Diversity Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Staff Wellbeing and Engagement

To commit to making mental health and staff engagement a corporate priority to maintain a healthy and productive workforce.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled. To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

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Version	Date	Amended by (Initials)
V1.2	21/7/22	AH
V1.3	31/8/22	AH



PERSON SPECIFICATION

Job Title: LEADERSHIP DEVELOPMENT ADVISOR

CRITERIA	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Graduate/Associate CIPD or equivalent experience</p> <p>Driving licence</p>	<p>Degree qualified</p> <p>Accredited to use psychometric tools (e.g. MBTI, 16PF, Belbin)</p> <p>Certificates in Occupational Testing Level TUOA & TUOP</p> <p>Member of CIPD</p> <p>Coaching qualification</p>
EXPERIENCE	<p>Experience of delivering learning and development initiatives, within a large organisation, that developed employees, changed their behaviour and achieved organisational goals and objectives</p> <p>Experience of working with managers to identify the training needs of employees at a team and individual level</p> <p>Experience of delivering/sourcing cost effective solutions to meet training needs and/or performance gaps</p> <p>Experience of coaching and mentoring operational managers to maximise their individual leadership potential</p> <p>Experience of working collaboratively on learning and development related policies and procedures</p> <p>Experience of providing feedback from psychometric testing and/or 360 degree appraisal feedback</p>	<p>Experience of delivering development activities in the public sector specifically the Fire and Rescue service</p> <p>Experience of designing learning and development activities</p>
SKILLS & ABILITIES	<p>Effective communication skills both written and oral, in order to interact with employees at all levels of the organisation</p> <p>Presentation skills sufficient to engage</p>	<p>Able to work with budgets and financial information</p>

	<p>and inspire employees (from all levels of the organisation) to participate fully in the development activity</p> <p>Interpersonal skills with the ability to quickly establish and maintain positive working relationships at all levels</p> <p>Able to facilitate assessment and development centre including feeding back results</p> <p>Able to work to deadlines, multi task and reprioritise work as necessary</p> <p>Able to use IT packages such as word, excel and power point</p>	
KNOWLEDGE	<p>Knowledge of most aspects of training and development and an awareness of good practice and developments in training approaches and processes</p> <p>Knowledge of qualification frameworks and training systems</p>	<p>Knowledge of Fire and Rescue Services and the key challenges the service will face in the near future</p>
WORKING CONDITIONS	<p>Prepared to represent CFRS and its core values and beliefs at all times</p> <p>Occasional evening and weekend work</p>	