

CAPITA

Position Title	General Tutor
Business Unit	Fire Service College (FSC), Operations Directorate
Position Description	
<p>To provide a professional teaching capability to support learning and development across the range of FSC courses, fire & rescue service qualifications and wider private sector training, including responsibility for managing specific work streams as allocated by the Training Manager.</p> <p>To coordinate the allocation of staff and resources to the programmes and courses that falls within the responsibility of this role.</p> <p>To undertake the duties of Subject Manager, Course Director, Exercise Director and Tutor supporting the delivery of various levels of training. This will require close liaison with the Business Development, Sales and Marketing and colleagues within the other delivery teams at the FSC. The role will include responsibility to ensure the health, safety and welfare of learners, colleagues and visitors, and delivery off site at other training venues.</p> <p>To support the FSC annual delivery plan by actively seeking opportunities, broadening skills to support the requirement for delivery tutors to be skilled in a range of specialist areas, and assist with the delivery of courses that fall outside of these.</p> <p>The post will report directly to the respective subject team manager and work closely with the other staff within the team. The role may also require the individual to deputise for the respective team manager at both internal and external meetings and events.</p>	
Responsibilities	
<p>1 Deliver Existing FSC Training Products</p> <p>Lead on the delivery of courses within your area. Assist other Subject managers in the delivery of subjects within Training Delivery. Develop competences to deliver subjects within other areas as necessary. Deliver subjects at the College and also offsite in the United Kingdom and internationally as appropriate.</p> <p>2 Maintain Existing Products.</p> <p>In the capacity of subject manager, take ownership of products and be responsible for working for the subject manager and other teams to maintain existing products and informing others within the FSC of new developments as appropriate.</p>	

CAPITA

3 Develop New Products

Assist the Learning and Development Manager, or designated person, in the development of new products acting as a Subject Matter Advisor. Gather and feed in market intelligence that will inform future development opportunities.

4 Managing Activities

To plan and implement activities to meet directorate and organisational needs in line with FSC aims and delivery of the business plan. Manage any delegated tasks in a timely manner, keeping management briefed of progress and problems that might threaten successful completion.

5 Budgetary Responsibility

To work prudently within budgets and to reduce costs wherever possible. Be able to fully justify the use of resources.

6 Personal Development

Identify personal development needs and maintain a development plan to help meet individual and organisational objectives. To attain and maintain a teaching qualification and other professional qualifications in line with existing FSC Policy.

7 Quality Systems and Policies

Adhere to and implement the quality systems and procedures in place that support the FSC delivery model, such as the ISO 9001 model. This may include making recommendations for improvements to such systems and policies. To undertake the role of Assessor and Internal Verifier for the assurance process that underpins the FSC delivery model and to attend all internal and external standardisation meetings when required.

8 Project Management

Through agreeing a project scope and definition, establishing the resources and controls, you will develop plans to achieve the project goals in accordance with FSC business aims. This will include identifying and communicating with key stakeholders (either internal or external), identifying team members and co-ordinating activities, and identifying resources and plans.

9 Equality and Diversity

At all times promote the FSC core values and an organisational culture that positively reflects best practice on equality and diversity issues and that meets the FSC's legal and ethical obligations.

10 Health and Safety

You must promote a positive attitude towards the development and maintenance of a Health and Safety culture through all aspects of the organisation. Ensure employees and visitors within your sphere of influence are aware of their responsibilities; that they comply with Health and Safety Legislation and FSC policies and procedures. You must be aware of welfare issues that may affect your personnel and be proactive in assisting and supporting them.

11 Physical Fitness

Meet the required level of physical fitness of our FSC policy and maintain this so as to meet the physical demands placed upon the role.

CAPITA

Essential Experience/Skills

1. Training design, delivery and development

- Has prior experience of training design and delivery
- Demonstrates an ability to produce technical guidance and training products based on interpreting legislation, other best practice documents and liaison with key stakeholders

2. Commitment to Development

- Is committed and able to develop self, individuals and team to improve organisational effectiveness.
- Is able to monitor and review individual and team performance.
- Can identify development needs and adjust training delivery strategies to suit individual and group learning styles.

3. Communication Skills

- Demonstrates excellent communication and presentation skills
- Demonstrates the ability to satisfy a training need from concept to completion through effective involvement of team members and engagement of stakeholders.
- Has good IT skills with experience of operating a wide range of modern IT applications, especially Windows based technology.

4. Quality Assurance

- Demonstrates ability and understanding to apply quality assurance protocols in order to ensure production of quality products.

5. Planning & Implementation

- Is able to create and implement effective plans to deliver a range of quality courses.

6. Commitment to Excellence

- Is able to lead teams to achieve excellence by the establishment, maintenance and management of performance requirements.

7. Works effectively with others

- Lead, involve, influence and motivate others both within the fire & rescue service and wider community.
- Understands and applies relevant information to make decisions which reflect key priorities and requirements and motivates others to fulfil.
- Consistently projects a positive image of self and organisation.

Desired Experience/Skills

- Has experience in a training role, and has achieved a recognised teaching qualification (minimum of Award in Education and Training Level 3 equivalent or higher) or is prepared to achieve one within 6 months of being in post.
- Qualified assessor or equivalent or is prepared to achieve one within 6 months of being in post.

Cost Centre

FCUD

Contract Type

Permanent/Associate

Package Details

To be discussed