



JOB DESCRIPTION

Title – External Training Budget Officer

Post Number:	RT402
Grade:	5 (£23,817 - £26,016 Pro-rata)
Weekly Hours:	18.5 hrs
Department:	Team Leicestershire Academy (TLA)
Status:	Established
Responsible To:	TLA Sgt - Business Support Manager
Responsible for:	N/A
Job Role /Purpose:	To coordinate, manage and process all administrative and financial duties in the management the external training budget each year to inform the external training delivery plan for TLA
Contacts:	TLA SMT, Heads of Departments, Support Managers, Business Partners, Finance leads, Suppliers, Procurement leads, Police Officers and Staff, Shared Services and Retained HR Services
Health and Safety:	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people

ESSENTIAL CRITERIA

A clear definition of the necessary criteria.

Essential knowledge:

To be educated to GCSE Grade C or equivalent in English and maths or be able to demonstrate ability to the above level by work experience of one year or more using the subjects to the above standard.

Demonstrate extensive knowledge and use of Microsoft Outlook, Word and Excel.

POLICE – STAFF

Work Experience:

Experience of working within a large complex environment; with some knowledge and experience of fulfilling a budget management role.

Well-developed analytical skills, and the ability to pro-actively respond to financial issues as they arise.

To have experience in an Admin / Finance related environment using computerised systems to search and retrieve data, including sales/purchase ledgers and cash handling.

Demonstrate the ability to remain calm under pressure, to prioritise in order to maintain the quality of work and achieve deadlines.

Demonstrate good communication skills to deal effectively with a variety of potential stakeholders, including the ability to produce written reports and engage in discussions in a clear and concise manner that is directed and understandable to individuals with varying levels of financial knowledge.

Demonstrates the ability to provide a high-quality service to individuals and Departments we serve, which includes the ability to manage customer expectations and a commitment to the provision of quality services and customer care.

Personal / Interpersonal Skills, Aptitudes:

Demonstrates the ability to take personal responsibility for making things happen and achieving results. Whilst displaying motivation, commitment, perseverance, conscientiousness and a high degree of integrity, including the ability to introduce and adapt to new ways of working and its demands.

Special Skills:

Demonstrate ability to input high volumes of data accurately whilst working to tight deadlines.

DESIRABLE CRITERIA

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge:

To have experience of budgetary process and management within a working environment

Certificate in Finance Accounting and Business (CFAB) or equivalent qualification or experience

Work Experience:

Demonstrates the ability to assess new information and re-organise to meet new demands

Personal / Interpersonal Skills, Aptitudes:

Demonstrates effective contact and involvement with outside agencies/external customers.

Special Skills:

Have a working knowledge of the IT systems currently used by the Leicestershire Police.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

To collate external training bids from all departments each year working with the Senior L&D Manager, with budget holders / other stakeholders; to ensure that their needs are fully satisfied and agreements adhered to.

To process training bookings for departments, working with finance to raise PO and invoices.

Update training records of relevant skills attained

Monitor and report upon the financial position of areas / departments to relevant stakeholders and Academy Governance Board every quarter, ensuring an effective and efficient service is provided

Assist stakeholders in the professional support and advice to budget holders, with a clear focus on obtaining best value, and best use of resources for the force.

Attendance at relevant meetings, to provide support and advice to Business Partners and other stakeholders.

Review and monitor external training expenditure and highlight recommendations for improved efficiencies

To maintain robust written processes and procedures and prepared to train others to provide cover when absent.

General:

To have an up to date knowledge of the Data Protection Act and Force Information Security Policy ensuring that all transactions / disclosures are in accordance with the legislation / Policy

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.

This role description should develop along with the changing demands of policing reflected in Force Objectives and priorities

Personal Values /Competencies

POLICE – STAFF

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here : [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity
Impartiality
Transparency
Public Service

OTHER

Security Check Levels refer to vetting for the specific levels that relate to this job role:

1) Recruitment Vetting (RV)
