



Role title:	IT Trainer (3 Years Fixed Term Contract)
Grade & salary:	G (£24,660 - £30,951)
Working hours/shift pattern:	37 hours per week
Additional allowances:	
Location:	Derbyshire Constabulary Headquarters, Ripley
Post reports to:	IT Team Leader
Suitable for job share or part time:	Yes, suitable for Job Share and Part Time.
Other considerations (e.g. travel)	The successful candidate will be required to travel throughout the county and beyond as required.
Date last reviewed:	10 th February 2020

Purpose and Description of Job Role:

- To deliver IT training to the Force and, working as a member of the IT training team, to work with sponsors and clients in assessing, monitoring and evaluating the implementation of new information systems, and other national and local initiatives.
- To act in a consulting role as 'user expert' for operational IT systems.
- To design and deliver learning solutions using appropriate delivery methods.

Specific Roles and Responsibilities:

- To be proficient in training material and delivery methods.
- To Provide IT Training to police officers and staff.
- To professional design and delivery a range of creative individual and group learning interventions, activities and products.
- Identify and notify the training administrator of attendance and non-attendance.
- To provide feedback and recommendations to the Team Leader as part of ongoing evaluation of course delivery.

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Skills & Experience Required:

Essential:

- NVQ Level 4 in Learning & Development (or equivalent) or willingness to work towards an equivalent qualification.
- Proven experience of delivering IT Training e.g. formal classroom training or classroom based training.
- Administration skills e.g. monitoring, student progress, training material and facility preparation.
- Skills in designing/maintaining IT Learning materials.
- Good prioritisation and organisational skills to ensure that training is delivered within the specified time scales.
- Current driving licence and the use of own car/ability to travel between various Derbyshire sites.

Desirable:

- Skilled in designing classroom and student centred learning materials for IT Training purposes.
- Experience of assessing and interrogating complex databases.
- Previous experience in the use of Police record management systems.
- Previous experience of delivering Niche and Pronto systems.

Personal Qualities:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

Acting with Integrity: Is trusted and respected by others and is known as someone who does what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

Working with Others: Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

Problem Solving & Innovation: Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

Planning and Organising: Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

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Communicating & Influencing: Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

Personal Development: Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

Delivering Results: Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

Customer Focus: Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

Operational & Technical Awareness: Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.

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