

POLICE – STAFF



JOB DESCRIPTION

Title – Operational Skills Trainer

Post Number:	RT280
Grade:	Grade 6 £28,530-£30,375 (SCP 22-24)
Weekly Hours:	37
Department:	Learning & Development - Operational Skills
Status:	Established
Responsible To:	Operations Training Team Leader (South)
Responsible for:	No line responsibility for other staff.
Job Role /Purpose:	<p>The post holder will work within the Learning and Development Department to deliver initial and refresher First Aid/Officer Safety/UDT training to police officers and police staff in line with the agreed quality assurance and evaluation processes.</p> <p>To be involved in the developmental assessment process for students and will be responsible for the upkeep of the relevant First Aid course content and lesson plans to reflect the current needs of the Leicestershire Police and the requirements of the licensing body.</p> <p>The post holder will work within the Learning and Development Department to deliver initial and refresher Public Order/CBRNE courses to police officers in line with the agreed quality assurance and evaluation processes.</p> <p>The post holder will be involved in the developmental assessment process for students and will be responsible for the upkeep of the relevant course content and lesson plans to reflect the current needs of the Leicestershire Police and the requirements of the licensing body.</p>
Contacts:	All Police Officers of the Force, Police Support Staff, outside agencies, other Forces
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

PERSON SPECIFICATION

KNOWLEDGE, SKILLS & ABILITIES

ESSENTIAL CRITERIA

A clear definition of the necessary criteria.

Essential knowledge:

- GCSE English grade C or equivalent and or work experience.
- To hold an accredited learning and development qualification at certificate or higher level.
- Must hold an A1 (or equivalent) assessor accreditation or attain such within 1 year of being in post.
- To hold a current First Aid at Work qualification.

Work Experience:

- Show previous practical training experience.
- Demonstrate previous experience of monitoring student performance.
- Provide examples of personal and interpersonal skills and the ability to plan, deliver, monitor, develop and evaluate training programmes in an inclusive environment of equal opportunity and openness.

Special Skills:

- Must be competent in the basic use of Microsoft packages, e.g. Word, Excel and PowerPoint.
- To be able to travel to work temporarily from other locations.*
- Provide experience of teaching first aid courses.
- Must be capable to pass the job related fitness test to level. *To be tested at interview.
- To be able to work evenings and weekends on occasions to accommodate training demands.

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

DESIRABLE CRITERIA

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

Knowledge:

- Qualified Public Order Instructor
- Qualified CBRN Instructor

- Qualified Officer Safety Instructor
- To hold a current First Aid at Work qualification.

Work Experience:

- Demonstrate previous experience of work based assessment.

Special Skills:

- To have experience in the application of e-learning within learning programmes.

CORE RESPONSIBILITIES/ ACCOUNTABILITIES

Operational:

Design and develop learning and development sessions - Plan and design training and development sessions, which satisfy clearly defined learning needs, and include appropriate learning methods and materials.

Ensure that all training design adheres to the Learning & Development Dept. Learning Design Process.

Deliver training and development sessions - encourage individual learning through clear communication of learning points, the use of appropriate facilitation style and effective use of learning aids during the session.

Undertake assessment of individuals against agreed standards of competence.

Research and development - research and development of the relevant First Aid courses and lesson plans to reflect the current needs of the Leicestershire Police and the requirements of the licensing body.

National Decision Model & 5 Building Blocks- to expound the use of the National Decision Model and the 5 Building Block concept whenever possible when delivering training inputs and taking part in assessment debriefs.

Assist with the assessment, support and development of initial student officers, as required.

Communication:

To act as liaison on First Aid issues.

To reinforce the Force message regarding `Our Duty`, community engagement and public perception at every opportunity.

General:

Maintain standards of professional practice – ensure your behaviour is exemplary and organise your own work effectively to meet the demands of your role. Identify, implement and monitor development activities to enhance your own performance.

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Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of the aims of the Learning and Development department and sister agencies.

Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly, and by contributing to the continued development of equality of opportunity in working practices.

Comply with Health and Safety legislation – ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.

Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. The role description should develop along with changing demands of policing reflected in Force objectives and priorities.

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This role description should develop along with the changing demands of policing reflected through 'Our Duty' and Force priorities

Personal Values /Competencies

The competency and values framework sets 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:

Recruitment Vetting (RV)

Please note: Applicants must have 3 years continuous residency within the UK at the time of application.

