



Role title:	Trainer – Investigative Skills Training
Grade & salary:	G (£23,583 - £29,601)
Working hours/shift pattern:	37 hours per week
Additional allowances:	
Location:	Derbyshire Force HQ, Ripley
Post reports to:	Crime Training Team Leader
Suitable for job share or part time:	Yes
Other considerations (e.g. travel)	
Date last reviewed:	05 th December 2018

Purpose and Description of Job Role:

To design and deliver training, learning and development interventions to meet customer and business needs; which support Derbyshire Constabulary's strategic objectives and those of East Midlands Collaborative HR Services (EMCHRS).

To deliver activity aimed at improving the performance of individuals and groups. Ensure all activity supports and enhances the performance of Derbyshire Constabulary and EMCHRS by ensuring that all learning and development is performance driven, responsive to business needs and contributes to sustainable improvements in organisational performance.

Specific Roles and Responsibilities:

- To design, plan and deliver training, learning and development interventions and activity to a high standard in a wide range of policing and business skills areas using a range of media, in order to meet agreed performance and learning outcomes.
- Take a lead in the design and delivery for particular subject areas. Work with Subject Matter Experts in the development of activities.
- Create and maintain learning and development products and materials in line with the business requirements and standards.
- Assess student performance, in order to confirm their achievement of agreed learning and performance outcomes. Conduct assessment of individual and group learning achievement.
- Ensure the selection and delivery of training and development activities supports the principle of

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a centrally managed, locally delivered service. Ensure that all activity supports performance improvement and the operational imperatives of the organisation.

- Ensure learning and development activities meet any national programme requirements and local quality standards.

Skills & Experience Required:

Essential:

- Good working knowledge and recent experience of relevant specialist areas in the investigation of serious and complex crime - PIP level 2 qualified (or equivalent) or evidence of investigatory experience in the serious and complex area. (Recent would be within the past 2 years).
- Experience of working in a developmental role with others e.g. Tutor / Mentor / Coach / Assessor / Trainer / Teacher.
- Experience of providing a professional service that puts the customer at the heart of service delivery.
- Demonstrates an understanding and commitment to Continuous Professional Development (CPD).
- Proven experience in the investigation of serious and complex crime arena and a willingness to develop professional competence to enable the delivery of training in wider subject areas and to have achieved this within a year.
- Competent in locally used software applications within the organisation, Microsoft Office packages, the Internet and Intranet.
- A current and valid driving license, access to transport and a willingness to travel throughout the EMCHRS region and beyond as required.
- Need to be flexible regarding when and where training interventions are delivered to meet the needs of the customer and the organisation.
- Level 3 Teaching or Learning & Development Qualification as a minimum, or proven relevant experience (if qualification not already held, must be willing to undertake and successfully complete within 12 months).

Desirable:

- A recognised assessor qualification or demonstrate experience and ability to assess individuals, or be prepared to work towards an appropriate qualification within the first 12 months of being in post.
- A working knowledge and practical application of the National Intelligence Model.

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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.

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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