



Job Description

Title – Learning & Development Planning Coordinator

Version - 5 Date - 21/05/18

Post Number:	RT316 - Notts, RT317 – Leics, RT318 – Northants, RT326 - Derbys
Grade /Scale:	Scale 4
Weekly Hours:	37
Department:	EMCHRS L&D
Status:	Permanent
Responsible To:	Business Support Team Leader
Responsible for:	No direct responsibility for other staff
Location Work base:	Regional East Mid: Derby, Leicester, Nottingham, Northants
Job Role /Purpose:	To produce full annual training plans, schedule learning and development activities in line with planning process and priorities
Contacts:	Police and support staff within Forces, external agencies, contractors and EMCHRS L&D staff.
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.

Knowledge/ Education (including qualifications):

1. Level 3 qualification in Business Administration/Management or equivalent or be able to provide evidence of competence in administration and the planning and organising of L&D events in a complex organisation.

Work Experience:

2. Demonstrate experience in the identification and delivery of L&D services to support organisational performance.
3. Experience of L&D planning and collating, presenting performance data.

Personal / Interpersonal Skills, Aptitudes:

4. Demonstrate ability to analyse and manage data, prepare and present high quality reports.
5. Demonstrate ability to communicate effectively and to a variety of audiences.
6. Demonstrate the ability to use own initiative when working on a project.

7. Demonstrate personal awareness of diversity issues and encourage an inclusive environment of equal opportunity and openness.
8. Demonstrate ability to constructively challenge existing practices.
9. Demonstrate ability of using a logical, coherent and consistent approach to problem solving.

Special Skills:

10. Hold a full driving licence and have use of own vehicle for work purposes (reasonable adjustments considered under the Equality Act 2010).

Other:

** 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/ Education (including qualifications):

An IT qualification such as CLAIT or ECDL or equivalent experience.

Work Experience:

Personal / Interpersonal Skills, Aptitudes:

Special Skills:

2. A good understanding of HR ICT systems related to learning and development.

Other:

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

Core Responsibilities/ Accountabilities

Operational:

1. Participate in the Force PDR process and take responsibility for identifying their own professional and career development needs. To maintain continuing professional development to ensure that the Force remains aware of statutory obligations and best practice and that any required policy/procedural changes are implemented.
2. The post holder will develop and commission a confident, competent and proactive approach that meets the diverse needs of its customers and demonstrates its own effectiveness, efficiency and value for money.
3. Contribute to L&D planning projects to ensure that they develop the organisational capabilities to deliver agreed operational goals, working in partnership with others where required.
4. To work with EMCHRS L&D Business Partners and other members of the Technical Support Team to ensure that L&D plans are in line with local priorities
5. To work with EMCHRS L&D Business Partners to ensure that regional operational units are supported with the development of plans where required.
6. Research, identify and produce timely management information in accordance with business needs for HMIC, Home Office, Senior Management and internal requirements.
7. To work with EMCHRS L&D Business Partners to support the external training planning process in each Force, providing advice and guidance where required.
8. To work with transactional services to ensure that agreed training requirements are migrated to the training system. To work with the transactional services to ensure that they have all the planning data required to maintain accurate records and provide an efficient and effective administrative service.
9. To work with other members of EMCHRS L&D to ensure that information is maintained, providing relevant planning data as and when required.
10. Following consultation and agreement with the management team; produce, publish and maintain L&D schedules and plans for L&D delivery.
11. Undertake analysis of L&D plans and identify problem areas to the management team.
12. Provide general advice and guidance in respect of the planning services, as required.

Management/Leadership:

Technical:

Communication:

1. Prepare and present high quality reports.
2. Build relationships and form alliances with external counterparts, communities of practice and stakeholders to understand emerging trends, innovations and current best practice and

apply to improvements in service delivery and organisational development.

3. Liaise with regional Forces, agencies, individuals and professional bodies to develop and maintain links both locally and nationally to foster closer working relationships with them.
4. Establish and develop collaborative working with other Police Forces and organisations nationally to achieve improved service delivery and contribution to business outcomes.

Administration:

1. Use Microsoft Office and other ICT software in the preparation of reports, training plans, data and presentations.

General:

1. Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people.
2. Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job.
3. This role description should develop along with the changing demands of policing reflected in regional objectives and priorities.

Other:

1. Be flexible in terms of working location and be prepared to work temporarily at other locations within the region.

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

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
Social responsibility

Other

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

- 1) Please select one - Recruitment Vetting (RV) ☐ or Management Vetting (MV)
- 2) Please select one - Counter Terrorist Checks (CTC) ☐ or Security Check (SC)
- 3) Please select one - Developed Vetting (DV) ☐ or N/A

Date line manager checked vetting level needed :

Car User: Yes ☐ / No ☐ - Essential /Casual Allowance {per mile / day etc}: per mile

Budgetary Management: Yes ☐ / No ☐ Budget Value approximate value £ n/a

Additional Information:

Reasonable adjustments

Organisation Chart

Manager Level

Team Leader Level

Supervisor Level

Administration
Level

Administration
Level

Administration
Level

Clerk Level

Clerk Level

Clerk Level