



## JOB DESCRIPTION

### Investigative Skills Trainer

<b>Post Number:</b>	RT495
<b>Grade:</b>	Grade 6 – Salary £28,530-£30,375 (SCP 22-24)
<b>Weekly Hours:</b>	37
<b>Department:</b>	Team Leicestershire Academy - Investigation Skills
<b>Location:</b>	Force Headquarters
<b>Status:</b>	Established
<b>Responsible To:</b>	Learning Delivery Manager
<b>Responsible for:</b>	N/A
<b>Job Role / Purpose:</b>	To facilitate the effective training of identified staff to meet the national requirements set out in the Professionalising Investigative Procedures Policy (PIP).
<b>Contacts:</b>	All Police Officers of the Force, Police Support Staff, outside agencies and other Forces.
<b>Health and Safety:</b>	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.
<b>Equality and Diversity:</b>	Actively advance diversity and equality, work towards eliminating discrimination, harassment and victimisation and promote good relations between all groups of people.

## PERSON SPECIFICATION

### KNOWLEDGE, SKILLS & ABILITIES

#### ESSENTIAL CRITERIA

*A clear definition of the necessary criteria.*

#### Essential knowledge:

- Must be PIP 2 qualified or hold the equivalent (i.e. possess a national Foundation Course in Criminal Investigation Certificate).

#### Work Experience:

- Experience of interpreting new legislation and applying it practically.
- Worked effectively as an Investigator dealing with a broad range of investigations within volume, serious and complex crime at PIP2 level.
- Experience of interviewing both witnesses and suspects within volume and serious crime cases.
- Experience of working in a methodical manner to compile files of evidence.
- Research and problem-solving skills.
- Experience of delivering practical training or mentoring to groups.

**Personal / Interpersonal Skills, Aptitudes:**

- Ability to communicate effectively on an individual basis and in a group environment.
- Ability to work with minimal supervision whilst also motivating yourself and others.
- Committed to equal opportunities and diversity

**Special Skills:**

- Have attended an Advanced Investigative Interview Course or be prepared to complete one.

*\* 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:**

- Possess a National Police Trainers certificate, L&D 4 Certificate or equivalent in training or be prepared to gain such within 12 months of being in post.

**Work Experience:**

- To be an A1 qualified assessor, AIA assessor or equivalent, or willing to undergo the process to become an A1 assessor.

**Special Skills:**

- Ability to plan, monitor, develop and evaluate training programmes.
- Experience of leading serious, complex or major investigation interviews.

**Other:**

- To understand 'Team Leicestershire Academy' and its approach to learning and development.

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

**CORE RESPONSIBILITIES/ ACCOUNTABILITIES**

**Operational:**

To develop and deliver a range of training courses for police officers and staff in investigation.

To ensure continued compliance with the DHEP and PCDA national programme.

To provide impartial assessment of students' development and give feedback.

To understand and work in accordance with the Team Leicestershire Academy approach to

learning and development.

To liaise with community groups to maintain their involvement in relevant programmes.

To 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 changing demands of Policing reflected in Force Objectives and priorities.

### **Communication:**

To liaise with community groups to maintain their involvement in relevant programmes

To liaise with other Forces and external training providers where necessary to meet training needs and develop best practise.

### **General:**

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

*\* 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  
Public Service

## **OTHER**

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

Recruitment Vetting (RV) - Please note that due to the nature of security checks undertaken, applicants must have 3 years continuous residency in the UK up to the date of application.