

Job Title: Physical Development Trainer	
Job Evaluation Number	6150399

JOB DESCRIPTION

Job Title: Physical Development Trainer	Location: Various (See advert)
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: Physical Development Team Leader	Band level: Entry level (3G) Fully competent (3H)
Staff Responsibilities (direct line management of): Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

The overall purpose of the role is to: Provide a Force wide specialist capability enabling delivery of physical development training, fitness tests & Personal Safety Training (PST) to existing & new staff / officers including; Police recruits, Police Officers, Special Constables & PCSOs.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

The key result areas in the role are as follows:

1. Deliver physical development, PST and fitness tests; ensure valid and reliable assessment standards when undertaking tutorials or conducting tests/exams.

2. Design, develop and implement training that meets organisational needs, Home Office endorsement and re-accreditation standards (**Fully competent only**).

3. Provide direction and maintain quality approved standards and in the delivery of physical development/PST courses. (Fully competent only).

4. Provide structured feedback and development plans for students undertaking PD / PST courses and seek advice when students are failing to achieve competence.

5. Provide health and fitness advice for Student Officers, struggling to meet fitness standards for IPLDP (selection processes, and initial training). Also, where applicable, provide guidance to serving officers on suitable fitness regimes that meet the requirements of their role.

6. Prepare concise and appropriate course reports and assessments of student officers during their initial training programme.

7. Contribute to the liaison with internal and external training providers to ensure best practice by:

- Maintaining own CPD, ensuring awareness of changes in procedures, policy / tactics and training methods.
- Develop effective networks with other forces to ensure changes to legislation are recognised in lesson planning and delivery (**Fully competent only**).

8. Promote equality & fairness and be able to challenge inappropriate behaviour.

Additional comments: It should be noted that key accountabilities 1, 2, 5 and 7 should be assessed when assessing full competency in this role.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

Further Comments:

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In addition to being part of the ongoing accreditation of all TVP Officers, the post holder will work in a team, provide training to approx 20 IPLDP intakes, 10 intakes of Special Constables, and 5 intakes of PCSOs and the recertification and development of Officers/staff annually.

All L&D Trainers will have a minimum of 180 days client focussed activity per year. When fully competent, the post holder will act as 'lead' trainer on IPLDP courses on a rotational basis.

No budgetary management but will commission procurement of specialist equipment (e.g. training related resources).

d. CHARACTERISTICS OF THE ROLE

Expertise: Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<i>The knowledge or skills required in the role are as follows (essential or desirable):</i>	<i>E/D</i>
1. Achieved a Fitness related Level 3 qualification or higher (Premier Diploma, YMCA or equivalent).	E
2. Proven or recent experience of coaching or teaching groups (Fitness related gym instruction in isolation is not considered appropriate or relevant experience).	E
3. Achieved a QCF Level 3 Certificate in L&D (or equivalent) and a QCF Level 3 Award in Assessing vocationally related achievement (or equivalent). For entry level, a commitment to work towards both of these qualifications is essential.	E
4. Proven commitment to individual continued professional development and the development of staff, able to lead, manage and motivate using sensitivity to persuade and influence others to achieve a satisfactory outcome.	E
5. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner, being available to work some evenings and weekends, where required. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential *.	E
6. IT literate with proficient use of Microsoft Office packages particularly Word Processing and Spreadsheet applications.	E
7. Proven ability to communicate ideas and information effectively, both verbally and in writing; confident and able to adapt style to suit the audience ability, maintain confidentiality at all times.	E
8. Proven ability to work on own initiative with recent experience in the provision of accurate data, undertaking problem solving, planning, prioritising and organising workloads with the ability to influence at a senior level to ensure relevant processes are maintained and agreed protocols followed.	E
9. Flexible approach to working is essential as some training, in particular the Special Constabulary, will require instruction at evenings and weekends**	E
10. Proven knowledge and experience in the delivery of Personal safety Training (PST) to Police Officers/Staff or equivalent emergency service (Training will be provided)	D
<i>Additional comments:</i> At interview, candidates will be asked to: * confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.	

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** indicate their ability to undertake evening and weekend working as determined by business need.

The role holder will be eligible for Band Level 3H on successful attainment of a QCF Level 3 Certificate in L&D (or equivalent) and a QCF Level 3 Award in Assessing vocationally related achievement and subject to satisfactory performance in role. All required training will be provided by TVP.