

Job Title: Digital Trainer SME	
Job Evaluation Number	C269

JOB DESCRIPTION

Job Title: Digital Trainer SME	Location: (See job advert)
Job Family: Operational Support	Role Profile Title: BB3 Police Staff
Reports To: Detective Sergeant	Band level: 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: Act as a digital 'subject matter expert' trainer for Digital Investigation and Intelligence. As part of the DII Team, support design, delivery and necessary updates of current digital training to a range of both officers/staff across various roles in the force. In addition to current training conduct research, identify and design new material and CPD opportunities in line with Force aims, styles and objectives.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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. Provide specialist advice, guidance and assistance relevant to DII to other members of TVP within a training environment requiring updates / information on criminal law or procedure in support of their training delivery with DII content.
2. Support the review, research, prepare and plan course material including detailed lesson plans and resources appropriate to the stated objectives of specific courses and in line with the effective operational requirements of the Force.
3. Ensure knowledge of crime investigation techniques are maintained and kept updated. Working as part of the DII Team (DMI's and Cyber) retain an awareness and understanding of the current policing and training context in order to provide relevant learning and development.
4. Assess students orally and/or in the written form to evaluate and up-date existing training material when required to ensure it is current and relevant.
5. Attend courses when necessary for the development of appropriate skills whilst responding to communications in the most appropriate manner.
6. Working with the design team to create new products or review/updating existing ones in order to meet Force identified aims and objectives. In addition through regular liaison with local senior managers, design bespoke packages initiated through local performance issues and for continuous professional development across the Force.
7. Work as a member of a team responsible for the provision of the differing learning styles in the training of Police Officers/Staff within the classroom and/or workplace environments.
8. Develop and maintain specialised digital knowledge through a training pathway to include attendance at CPD events, out of force residential courses to keep abreast of digital threats and opportunities relevant to policing and law enforcement.

c. **DIMENSIONS:** Include matters such 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.

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Further Comments:

This is a new role will evolve in line with the needs of the Force. The role holder will face challenges / competing demands e.g. dealing with emerging technologies and reacting accordingly and / or encountering those reluctant to change working practices or embracing new technology. This requires a close working relationship between both trainers and DII Team to achieve this.

The purpose of the role is to enable Thames Valley to be agile in its digital training and so horizon scanning and understanding of emerging technology will be a significant part of the role.

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.

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. Attainment of QCF Level 3 Certificate in L&D or equivalent experience (training given if not already achieved).	E
2. Must attend (and pass) relevant training pathway courses/conferences e.g. Open Source, Cyber and Wifi.	E
3. Proven ability to facilitate learning in Digital Media with the ability to present information and ideas effectively and persuasively (training will be given).	E
4. 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 and work with external stakeholders.	E
5. Experience of horizon scanning for emerging trends in a specific area of expertise. Ability to work in an evolving specialist area of work.	E
6. Must be able to work on own initiative with recent experience in undertaking problem solving, planning, prioritising and organising workloads. Ability to influence at a senior levels to ensure relevant processes are maintained and agreed protocols followed.	E
7. IT literate with proficient use of Microsoft Office packages particularly PowerPoint applications (e.g. producing high end / engaging multi-slide presentations).	E
8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. Due to the requirement to work flexibly, in various locations as required a full UK driving licence is considered essential.	E
9. Post holder will have an extensive knowledge of operational policing issues including legislation, process Force policy and procedures.	D
Additional comments: * working hours and level of flexibility are specific to each role and will be discussed at interview. Some course delivery require travel and overnight accommodation.	