

Job Title: Regional Training & Development Co-ordinator	
Job Evaluation Number	B861

JOB DESCRIPTION

Job Title: Regional Training and Development Manager	Location: CTP SE
Job Family: Operational Support	Role Profile Title: BB4 Police Staff
Reports To: Inspector (Operations Manager Protect and Prepare CTPSE)	Band level: 4I
Staff Responsibilities (direct line management of): CTPSE Trainer(s) and National Intelligence trainer post.	

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

The overall purpose of the role is to: To lead and manage the CTPSE training team in providing a region-wide specialist capability that enables the efficient and effective delivery of national counter terrorism training requirements. Develop, monitor and deliver a learning and training strategy for CTPSE.

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. Collaborate regionally and nationally with the national Operational & Development Unit (ODU) together with the network of CT (I)Us ensuring best practice is achieved in the design, delivery and evaluation of training. Lead, develop and manage the training team ensuring delivery is accredited, adequately equipped, and all training commitments are met through effective planning. Develop and deliver training including alternative learning, making best use of technology to validate change.
2. Develop techniques, processes and expertise in training delivery, and evaluation of training and reliable assessment standards in line with approved professional practice (APP) including national occupational standards, which includes motivating, encouraging and developing our staff to achieve their full potential whilst promoting equality, valuing diversity and challenging inappropriate behavior by adhering to the code of ethics.
3. Proactively contribute to the resource management for Protect and Prepare through regional tasking, NaCTSO (National CT Security Office) tasking's and DMM Daily Management Meetings). In collaboration with the national Organisational Development Unit (ODU) accurately establish demand, collating and forwarding statistical CTPSE training information and prioritising as required. Consult with training partnership providers to achieve learning, training and exercising (LTE) both within the policing organisation and external providers.
4. Provide a consultancy service to CTPSE managers engaged in formulating policies with training implications, including assessing and making recommendations to the Regional Training Prioritisation Board (RTPB) Advise senior managers on emerging learning and training development issues.
5. Identify themes emerging from organisational learning both from regional and national recommendations to create continued professional practice regionally and through the network.

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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The post holder will provide day to day management of a team of trainers who will deliver counter terrorism training to police officers, police staff and external partners across the south east region (850 CT officers and staff). They will also provide a national training product to other CT(I)Us. Required to plan 12-18 months in advance.

The post holder will need to understand and interpret National CT Priorities and delivers them at a regional and local level and will assess the impact on CTU Training taking action to mitigate risk. Maintain a performance framework across the training portfolio, reporting on performance.

The CTPSE training team will be dispersed across the region, so the post holder's approach to management needs to ensure engagement with those agile workers.

The post holder will be required to travel as part of their duties to locations both within and outside the region across the network.

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. Has a recognised training qualification, level 3 (AET) Accredited Educational Training or equivalent national training qualification. Proven management/supervisory experience with commitment to continued professional development. Proven experience and knowledge of the development of staff, able to lead, manage and motivate using sensitivity to negotiate and influence others to achieve a satisfactory outcome.	E
2. Conversant with current best practice within the Counter Terrorism themes to ensure that training is updated or replaced in line with changes in prevailing needs.	E
3. Proven experience of working within a training environment, with the ability to work on own initiative. Flexibility to facilitate regional supervision coupled with a degree of flexibility to working hours.	E
4. Proven experience of ability to plan and prioritise workloads with relevant experience of working to deadlines; a self-motivated individual with the ability to work on own initiative, often without direct supervision, or work as part of a team when required.	E
5. Excellent communication skills both written and oral as they will be required to negotiate and influence at senior management level, both regionally and nationally. Confident and able to adapt style to suit any audience, able to maintain confidentiality at all times.	E
6. IT literate with strong experience of Microsoft Office packages and willingness to learn new skills. Must be willing to undertake and successfully complete training in bespoke systems.	E
7. Hold a full driving licence and be prepared to travel across the South East Region when required. Working hours and level of flexibility are specific to each role and will be discussed at interview.	E