

Job Title: Trainer (CTP SE)	
Job Evaluation Number	B363

## JOB DESCRIPTION

<b>Job Title:</b> Trainer (CTP SE)	<b>Location:</b> CTP SE
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Regional Training & Development Co-ordinator	<b>Band level:</b> Entry Level – 3G Fully Competent – 3H
<b>Staff Responsibilities (direct line management of):</b> Nil	

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

**The overall purpose of the role is to:** Create, design and deliver local, regional and national Counter Terrorism (CT) training and exercises to CT colleagues throughout the South East Region and develop organisational learning opportunities.

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. Plan, prepare and deliver CT training, facilitating opportunities for learning and personal development in accordance with CTP SE and NCPP National Training and Development policy. (Assessed when **Fully Competent**).

2. In conjunction with the Regional Training & Development Co-ordinator, actively review and develop local, regional and national CT training provision to ensure operational performance is maintained and developed. Identify skills gaps in the Region and make recommendations to the Training & Development Co-ordinator for CT training provision. (Assessed when **Fully Competent**).

3. As part of a regional team, develop, validate and evaluate existing training courses to ensure they achieve organisational objectives, meet customer requirements and contribute to the personal development of students.

4. Support the administrative function of the training team as directed by the Training & Development Co-ordinator, for example assisting with training bids, prioritisation, booking, updating records and monitoring feedback.

5. Maintain and develop effective professional working relationships with partner agencies and key stakeholders, assisting them in identifying opportunities for organisational learning and development.

6. Monitor the health, safety and welfare of students during courses and ensure maintenance of discipline and professional standards, challenging inappropriate behaviour and promoting equality and fairness.

7. Contribute to Quality Assurance tasks by developing and operating within the Standard Operating Procedures. Undertake appropriate levels of Continuous Professional Development to maintain required training standards.

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:**

Due to the sensitive nature of some of the training delivered a high degree of confidentiality and discretion is an essential feature of this post.

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Monitor and make recommendations regarding the current standard of training and qualification throughout CT in the region.

Regular travel is required throughout the region and possibly nationally/ internationally.

Contact with police staff and officers of all ranks and grades from forces in the south, as well as partner agencies.

Administer and deliver training to a range of students from 1-30 of varied levels of experience and ability.

#### 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.

<b><i>The knowledge or skills required in the role are as follows:</i></b>	<b><i>E/D</i></b>
1. Possesses an acceptable training qualification. ( <b>Entry level</b> , TVP Trainer Development Programme MOD1 or equivalent).	E
2. Proven knowledge of NSIM (National Standards of Intelligence Management) and personal experience of investigative/ intelligence/ operational work within the CT network.	E
3. Conversant with current best practice within the Counter Terrorist field to ensure that training is updated or replaced in line with changes in prevailing needs.	E
4. Proven experience of coaching or teaching groups with a proven ability to work on own initiative with recent experience in the provision of accurate data and undertaking problem solving. Proven ability to influence at a senior level to ensure relevant processes are maintained and agreed protocols followed.	E
5. Proven ability to deliver IT Systems training.	E
6. Plan and manage workload with relevant experience of working to deadlines; a self motivated individual with the ability to work on own initiative, often without direct supervision, or as part of a team when required.	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. 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, 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

***Additional comments:*** 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.

Train towards achievement of appropriate courses.

Flexible approach to working location and hours is required including being available to work some evenings and weekends as required.