

Job Title: Accreditation & Quality Specialist (Initial Policing)	
Job Evaluation Number	C127

JOB DESCRIPTION

Job Title: Accreditation and Quality Specialist (Initial Policing)	Location: Force wide
Job Family: Business Support	Role Profile Title: BB4 Police Staff
Reports To: Accreditation Manager (Initial Policing)	Band level: 4I
Staff Responsibilities (direct line management of): Police Officers	

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

The overall purpose of the role is to: Manage a team of Police Constables, supporting the work based assessment of initial learning for student officers, PCSOs and Special Constables through to Independent Patrol and Confirmation in Post. Coach, develop and assess staff in line with national standards whilst supporting the implementation of Accreditation programmes, including Apprenticeship initiatives.

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. Lead and directly line manage a team of police constables including managing performance, motivating, managing welfare and ensuring their Continual Professional Development (CPD) is up to date.
2. Internally quality assure (IQA) the assessment process across all initial learning entry routes, ensuring qualifications and national standards can be certificated through the awarding body where applicable, including monitoring of the programmes timelines.
3. IQA identify knowledge, skills and behaviour gaps and take actions to address; by engaging with the candidate, assessor and line manager. Monitor and provide regular update on progress of each candidate and where required support all UPP policies by providing relevant evidence and attending relevant meetings where necessary (e.g. reg 13s).
4. Support the Accreditation Manager by assisting with External Quality Assurance visits as required by the awarding body to comply with legislation/regulations and maintain Continual Professional Development.
5. Coach and assess the performance of learners against the appropriate national standards - Assessor Award, in line with awarding body requirements.
6. Produce and maintain auditable records of learners' progress, in line with requirements of the organisation and relevant national awarding bodies.
7. Design and maintain resources and processes for allocated accreditation programmes or new initiatives (e.g. the new entry routes for Police Constables and PCSO Apprenticeships), ensuring relevant stakeholders are consulted and kept up to date with any changes.
8. Maintain own CPD and occupational competence by engaging in development opportunities.
9. Use own initiative, customer, team and manager feedback to monitor systems and resources and make necessary changes to ensure programmes are supported and delivered effectively.

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

Further Comments:
Assessment and Internal Verification covers the Assessor Award and L3 Diploma in Policing. Internal Verification of the Police Action Checklist for Student Officers (250-350), Special Constables (300 plus) and PCSO's (80-120). Management of all the work based learning within IPLDP from tutoring through to confirmation in post. Caseload for this is determined by recruitment and can fluctuate on a regular basis.
In IQA role will identify knowledge, skills and behaviour gaps and take actions to address, by engaging with the candidate, assessor and Line manager.
Implementation of a variety of complex assessment strategies for police officers, PCSOs and Special Constables, dependent on the national standard being assessed. Negotiating and influencing stakeholders to ensure the successful implementation of all development programmes, now and in the future including apprenticeship programmes.
As police staff, they will line manage and lead a team of police constables.

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.

Fully competent for role

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. An Assessors Award and/or proven experience of assessing a wide variety of individuals who are at differing levels of ability and experience.	E
2. Experience to lead and manage people.	E
3. Experience as a coach.	E
4. Experience of constructively addressing under-performance.	E
5. Experience of delivering learning opportunities to groups and individuals.	E
6. Strong problem solving and decision making skills.	E
7. Interpersonal skills, including the proven ability to influence others and manage challenging situations successfully.	E
8. Experience of maintaining records to meet requirements of regulatory bodies.	E
9. Internal Quality Assurance award.	D
10. Level 5 in Coaching and Mentoring.	D

Apprentice

The knowledge or skills required in the role are as follows (essential or desirable):	E/D
1. The ability to assess a wide variety of learners who are at differing levels of ability and experience.	E
2. The ability to lead others.	E

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3. The ability to coach others.	E
4. The ability of constructively addressing under-performance of staff member(s).	E
5. The ability to provide learning opportunities to groups and individuals.	E
6. Strong problem solving and decision making skills.	E
7. Interpersonal skills, including the proven ability to influence others and manage challenging situations successfully.	E
8. The ability to maintain records to meet requirements of regulatory bodies.	E