

Job Title: Foundation Skills Trainer	
Job Evaluation Number	B818

JOB DESCRIPTION

Job Title: Foundation Skills Trainer (IPLDP)	Location: Sulhamstead
Job Family: Business Support	Role Profile Title: BB3 Police Staff
Reports To: L&D Foundation Training Sergeant	Band level: 3G (Entry Level) 3H (Fully Qualified)
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 training solutions and services in support of Force aims and objectives to regular police officers, Special Constabulary officers and 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 a broad range of training products to a predominantly police officer audience, facilitating consistent, relevant and effective learning ensuring that the overall objectives are met.
2. 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.
3. Provide specialist advice, guidance and assistance relevant to your allocated area of delivery (IPLDP) to other members of TVP requiring updates / information on criminal law or procedure.
4. Assess, coach and develop individuals according to their needs. Provide feedback, develop action plans and demonstrate resilience and sensitivity in dealing with difficult conversations.
5. Required to identify individual student needs and modify training sessions accordingly to ensure that, where possible, those learning needs are met.
6. Maintain and develop professional knowledge, skills and training techniques relevant to the role and pertaining to their allocated area of delivery in accordance with approved professional practice.
7. Ensure compliance with Health, Safety & Welfare requirements whilst conducting training, working with electrical equipment and DSE requirements.
8. Promote the principles of the Code of Ethics and be able to challenge inappropriate behaviour.

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:

Core activities such as delivery, planned design, assessment and evaluation should account for around 180 days for 1 full time post.

Delivery will be mainly at Sulhamstead but may include other locations within TVP, and occasionally may be out of the Force area.

Most learning will take place in classes with sizes of around 20.

Managing students on courses: solely responsible for students during the course and making

decisions around their training, H&S, welfare and behaviour. Trainers also need to be able to identify individual student needs and modify training sessions accordingly.

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. Attainment of QCF Level 3 Certificate in L&D or equivalent experience (training given if not already achieved) .	E
2. Proven ability to facilitate learning in an allocated delivery area with the ability to present information and ideas effectively and persuasively (At entry level, working towards / training will be given) .	E
3. Post holder will have an extensive knowledge of operational policing issues including legislation, process and procedures as well as Force policy pertaining to the patrol function	E
4. Effective communication and interpersonal skills including proven presentation skills and a commitment to developing others.	E
5. Demonstrate good standard of report writing skills and use of English in order to relate to and communicate orally and in writing with people at all levels in the organisation and externally.	E
6. 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
7. IT literate with proficient use of Microsoft Office packages particularly word processing and spreadsheet applications.	E
8. 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.	E
9. Proven ability to work on own initiative with recent experience in 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
10. Flexible approach to working is essential as some training, for example the Special Constabulary will require delivery at weekends and evenings (courses conducted on a rotational basis with others) **.	E
11. Assist with transport of students to locations off site for practicals requiring group D1 on their driving licence (Training will be provided if necessary) .	E
<p><u>Additional comments:</u> 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. ** indicate their ability to undertake weekend working, when allocated</p>	