

Job Title: Surveillance Trainer	
Job Evaluation Number	B650

## JOB DESCRIPTION

<b>Job Title:</b> Surveillance Trainer	<b>Location:</b> Sulhamstead
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB3 Police Staff
<b>Reports To:</b> Surveillance Training Delivery Manager	<b>Band level:</b> 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:** Provide specialist expertise that enables delivery of wide ranging surveillance training to police officers, members of RMP, British Army, UK Border agency and other Law Enforcement Agencies.

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. **Delivery**

- Deliver high level surveillance training and ensure valid and reliable assessment standards when undertaking tutorials, or conducting tests/exams. Glossary etc.
- Maintain professional development and occupational competence.
- Provide guidance and support on the delivery of surveillance courses/ training so as to maintain quality approval standards.
- Maintain a high level of knowledge and understanding of police issues, policies and training methods.

2. **People**

- Provide structured feedback and development plans for students undertaking surveillance training and seek advice when students are failing to achieve competence.
- Provide advice and support by telephone or in person to participants of surveillance training programmes, as well as managers of participating staff.

3. **Service**

- Develop & design surveillance training to meet specialist organisational needs.
- Prepare concise and appropriate course reports and assessments of students.
- Provide support and guidance for regional course/training
- Contribute to the liaison with internal and external training providers to ensure best practice.

4. Maintain own continuous professional development and keep up-to-date with legislation changes, stated cases and changes in procedure/ policy or technical/ scientific advances.

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:**

Like all L&D Trainers the post holder will be expected to have at least 180 days client focussed activity per year. Post holder will 'lead' on at least two courses in terms of ownership of course material and identifying learning objectives etc.

When delivering training will not only be responsible for a group of students but also a group of 6-8 Associate Surveillance Trainers.

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This role does not have management of any budget but can place request with line manager in relation to specialist surveillance equipment.

Level 2 Surveillance training takes 17 days and Level 1 also takes 25 days as well as other short courses (generally 5 days) designed for specific roles.

#### 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 (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Good standard of education and must have obtained a basic training qualification or equivalent with proven recent and relevant knowledge and experience of their delivery area. Attained Level 3 Training Qualification and working towards attainment of Assessor Award ( <b>training given</b> ).	E
2. Proven leadership to manage and motivate a team remotely.	E
3. Completion of current Q1 (mobile) Surveillance qualification and one of the following surveillance course - Rural, SMART, Firearms or Motorcycle.	E
4. Must be an Advanced Driver (current) and produce evidence of subsequent refresher training.	E
5. IT Literate including proficient use of Microsoft Office packages.	E
6. Proven ability to maintain confidentiality at all times and must be vetted to an enhanced level.	E
7. Proven ability to work on own initiative with recent experience in the provision of accurate data, undertaking problem-solving, planning, prioritising and organising workloads with the ability to influence at senior level to ensure relevant processes are maintained and agreed protocols are followed.	E
<b><i>Additional Comments:</i></b> - Would be required to train a range of courses including foot and mobile (car based) surveillance, photographic and other technical techniques. - The team must have a mixture of non-authorized firearms officer and authorized firearms officers this requirement will be specified in the advert as essential when necessary.	