


| Integrity | | Professionalism | | Fairness | | Respect | |
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| Dorset Police  | | <h2 style="text-align: center;">Job Description Questionnaire</h2> | | | | | |
| Date: | | February 2021 | | | | | |
| Job Title: | | Trainer/Facilitator (Leadership) | | | | | |
| Post Number: | | DP4665 | | | | | |
| Division/Department/Section: | | Alliance People Department / Resourcing & Development / Learning & Development / Leadership Development | | | | | |
| Line Manager: | | Sergeant – Leadership Development | | | | | |
| <h3>1. PURPOSE</h3> <p>To develop and deliver key leadership work packages, events and learning interventions that will provide leaders at all levels in the Force/s with the appropriate leadership and management skills to deliver improved organisational performance, manage change effectively and help meet the increasingly challenging demands on the police service. The role will also:</p> <ul style="list-style-type: none"> • Develop and facilitate a range of leadership development events, including those for first line supervisors. • Develop, facilitate and evaluate bespoke leadership interventions with individuals and teams to address particular leadership needs as they occur. • Support, develop and coordinate Action Learning Sets. • Act as a coach for the organisation, and provide professional advice and guidance to members of the coaching cadre. | | | | | | | |
| <h3>2. POSITION IN THE ORGANISATION</h3> <div style="text-align: center; margin-top: 20px;"> <p>Leadership Inspector</p> <p>↓</p> <p>Leadership Sgt</p> <p>↓</p> <p><i>Trainer/Facilitator (Leadership) (4 posts)</i></p> </div> | | | | | | | |
| <h3>People who work directly for this post</h3> | | | | | | | |
| None | | | | | | | |
| <h3>3. MAIN RESPONSIBILITIES</h3> | | | | | | | |

| (INPUT) | (OUTPUT) |
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| To develop, deliver, enhance and facilitate relevant leadership and development interventions, programmes, training, events, products and guidance as directed by the relevant Board and Policy Lead for supervisors and leaders across the forces. This will include bespoke leadership events for individuals and teams as required. | Enhance the skills, knowledge and attitudes of police officers, police staff, Special and Volunteers and thus the force capability by the provision of guidance, opportunities, learning events, programmes etc. Ensuring that all comply with national and locally determined standards that are aligned to the strategy ensuring and on-going continued professionalism of the service. |
| Develop, deliver and co-ordinate relevant talent management and development programmes, processes and guidance to support the leadership development plan. Including undertaking developmental interviews and plans. | To support the development of staff and potential future leaders thus enhancing the force's leadership capability. |
| Maintain, co-ordinate and deliver the forces coaching and mentoring capability including exploring the opportunity for cross-organisational mentoring. | In order to provide a network of coaches and mentors able to support the professional development of staff in the work place. |
| Design and deliver training packages for on and off the job training. To include written materials, classroom sessions and learning exercises, utilising all available technology by adopting innovative and alternative methods of delivery where appropriate | To meet the requirements as recognised and highlighted during the training needs analysis, but to ensure that consideration takes place of value for money approach whilst also ensuring the learning outcomes are not impeded. |
| Identify individual training needs of students, as well as the occupational and organisational training needs of the Force (training needs analysis). Meet and discuss with line management and senior police and support staff management, the training needs of individuals, departments and teams. To accurately and fairly assess the skills and abilities of those undergoing training against relevant Authorised Practice and standards/behaviours. | To ensure that the skills, knowledge, abilities and attitudes of police officers and staff meet the present and future requirements of their post and therefore of the Force/s |
| Represent the People Department at internal and external meetings, meet with representatives of outside organisations and represent the force at outside conferences, if directed. Prepare ad hoc reports for management and other boards as required. | To maintain contact with internal and external clients and colleagues in order to retain a contemporary profile for the Department and remain knowledgeable of all relevant issues. |
| Test and assess students and deliver any skills coaching or development of students required. Advise and counsel staff in training and development issues including internal departmental routes and external qualification routes. | Ensure that students meet the operational standards and are able to work accurately and efficiently. To provide individuals with an in-house advisory service for career development issues in order to maintain or improve motivation and performance. |
| Maintain records for lesson plans, courses, correspondence, reference materials, course content, and guest speakers consistent with the departmental requirements. | Ensuring an efficient and effective system for reference to and retrieval of relevant information for all members of the Department, senior officers and guest speakers in line with the Police Quality Assurance Scheme and force |

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| | requirements. |
| Support the Governance & Design Unit in the preparation of the Force/s Training Plan. | Ensuring a training plan is developed in support of the priorities and organisational demand. |
| To keep abreast of local/national developments best practice, legislation in relation to Leadership as part of continuous professional development. Developing standards ensuring that programmes and packages are updated accordingly. | Ensuring that a high quality up to date service is delivered which meets the needs of the Force. |
| This list of duties is not restrictive or exhaustive and the post-holder may be required to carry out duties from time to time that are either commensurate with/or lower than the grade of the post. In some posts this might include the ad-hoc assistance with research, policy development or the provision of guidance and informal training of new colleagues | Completion of duties to meet the needs of the police service. |
| 4. CONTACTS | |
| 1. | Sergeant (Leadership Development) |
| 2. | Learning & Development Manager |
| 3. | Delivery Managers & Leaders across the Force |
| 4. | Command Area representatives |
| 5. | Policy & Strategy Lead for OD |
| 5. SPECIAL CONDITIONS/ADDITIONAL INFORMATION | |
| <p>Confirmation of appointment will be subject to successful completion of the probationary period and successful attainment of the Police Training Qualification. If you do not hold a Management or Leadership qualification at level 5 as listed under the desirable criteria, it will also be necessary for you to commit to achieve this qualification within a 12 month period.</p> <p>There may be occasions where you may be asked to support other areas of training delivery across the force/s, when there is capacity or when the business needs demand. You will be expected to positively respond to such requests. Where necessary support or development/training will be provided in relation to any specific subject areas of delivery should this be the case.</p> | |
| 6. HEALTH & SAFETY TRAINING | |
| <p>VDU Assessment</p> <p>Your line manager has the responsibility to refer to the risk assessments appropriate to your role to identify any additional health and safety training required e.g. manual handling training, VDU assessment, Control of Substances Hazardous to Health (COSHH) etc.</p> | |

7. HEALTH MONITORING

n/a

8. VETTING

Standard

9. TERMS OF APPOINTMENT

The commencing salary will be within Scale F. For full salary range refer to Dorset Police Pay Scales.

The working week will usually be performed between Monday to Friday, within the flexi-time band width and a flexi-time scheme is in operation within the department. Training is usually delivered between 0800 hours and 1600 hours daily. However, the demand for training can dictate that some delivery may be required at weekends and evenings on occasion. You are required to respond positively to requests to work at evenings and weekends and where possible, the force will aim to ensure a fair distribution between the team, seeking volunteers in the first instance and/or devising rotas to ensure that training is covered.

Hours worked outside of office hours will usually form part of the normal contracted working week and will not usually be performed on an overtime basis. The contracted working week is 37 hours for police staff excluding meal breaks (pro-rata on a part time basis). Police Staff will receive the appropriate enhanced rates of pay in accordance with the Police Staff Council Conditions of Service for any weekend working, or evening working (after 2000 hours). There may be occasions when unexpected demand or staffing shortages requires overtime working, if this is the case then the relevant rates of pay will be claimable.

On occasions you will need to provide development interventions in a variety of locations across Dorset and Devon and Cornwall and to support other areas of training and delivery across the force/s when there is capacity or when the business needs demand. Where necessary support or development/training will be provided in relation to any specific subject areas of delivery should this be the case. You may also be expected to attend a variety of meetings and training events nationally. It will be expected therefore that you will be willing and flexible in doing this. Relevant travelling expenses will be claimable on such occasions.

10. PERSON SPECIFICATION

Essential Criteria

Criteria to be measured

Competencies Required

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| Criteria A | A recognised training/teaching qualification (eg Police Trainer Certificate or equivalent City & Guilds Further Adult Education Certificate, Certificate of Education, Certificate in Training Practice or equivalent NVQ Level III in Learning and Development) Or Similar extensive relevant experience together with a commitment and potential to achieve such a qualification. |
| Criteria B | Must be able to identify training and development needs and design bespoke training and development interventions according to learning methodologies consistent with the Force guidance; in order to support staff to meet individual and organisational objectives. |
| Criteria C | The post holder must have excellent communication and interpersonal skills to facilitate learning and understanding into the workplace and to liaise and respond to the needs of the organisation. Must also be able to adapt the style of communication to meet the needs of the audience. |
| Criteria D | Effective Coaching Skills with evidence of impact on individual effectiveness |
| Criteria E | Values and Ethics – A trainer's role is representative of the organisation and must have a broad understanding of issues affecting the service and to behave appropriately to ensure an appropriate image is displayed particularly important in relation to all areas of diversity. Additionally, a trainer holds a position of responsibility and therefore must be able to effectively provide and manage students, irrespective of their rank or position. |
| Criteria F | Must be able to demonstrate sound organisational and planning skills. This is important when working towards deadlines to organise and prioritise courses to meet organisational, team and individual needs and to meet any requirements to schedule training demands across the force. |
| Criteria G | Management experience and understanding of the leadership and management challenges presented within large, complex organisations. |
| Criteria H | Must be IT literate and have experience of MS Word, Excel & Outlook |
| Criteria I | Must be able to work effectively as a team member and help to build relationships within that team. Actively helps and supports others to achieve goals. |

| Desirable Criteria | |
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| Criteria to be measured | Competencies Required |
| Criteria I | A Level 5 Management or Leadership qualification |
| Criteria J | A recognised qualification in Coaching and/or Mentoring or equivalent professional experience |