



Police Staff Trainer Role Profile

This Role Profile covers the responsibilities, knowledge, skills, delivery and working arrangements relevant to this role.

Profile Owner:

Trainer

ROLE SPECIFIC INFORMATION	
Job Title:	Initial / Uniform Training Officer
Salary Band	Band D lower
Operational / Non Operational	N/A
Reporting to:	Line supervision
Specific Role Purpose:	To research, design and deliver learning & development programmes in support of the National Policing Curriculum and organisational requirements for West Midlands Police to predominantly probationary officers and staff. To offer advice and support to the Learning & Development Management team in devising training solutions appropriate to current and future needs.
Specific Role Responsibilities:	• To manage learners and the learning environment across a range of curricula. • To research, prepare and plan training materials according to College of Policing Learning Outcomes (Licence) or organisational requirements. • To design and deliver learning & development programmes across the West Midlands Police Force area. • To support student learning and development using the most appropriate and effective mediums including guest speaker management. • Embed and demonstrate Policing standards and code of ethics. • To enhance and support student learning and development across the programme. Including a wide range of teaching styles and methods and support a diverse student community. • Develop and maintain Stakeholder engagement with Subject Matter Experts. • Provide relevant Subject Matter Expert support.

	• Identify, develop and disseminate current best practice and learning from Evidence Based Policing. • Research and raise awareness of new and emerging legislation, embedding this into the curriculum. • Review relevant course material, ensuring it remains credible, current and operationally effective. • Use coaching and assessment skills to enhance student performance, provide feedback and prepare Learning Development Plans where appropriate. • Provide trainer resilience in the delivery of wider organisational requirements. • Lead and manage practical roleplay assessments to ensure operational competence of students. • Maintain knowledge and skills with regard to national, regional and local developments in IT systems. • Maintain a flexible approach to working as some training will require delivery at evenings and weekends. Additional duties. • Promote force policies in terms of Code of Ethics and Health and Safety. • Manage working environments in accordance with local Risk Assessments. • Provide evidence of personal performance in support of the Electronic Development Review (eDR) procedure. • Perform any other duties or training commensurate with the role and grading for this post. • Maintain Continued Professional Development (CPD)
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SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE	
Knowledge & Experience <i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. Significant investigative experience.</i>	
Essential:	• Hold a recognised training or teaching qualification or have experience in training delivery and design. • Willing to complete a Trainer Essentials Programme. • Practical knowledge and understanding of current policing challenges, efficiency and diversity issues. • Ability to work with probationary officers and staff, supporting welfare, development and discipline matters • Experience of promoting and supporting equality, diversity and inclusion in the workplace.

Desirable:	Knowledge or experience in any of the following areas; • Working knowledge of IT and willingness to learn police systems • First Aid Training • Health & Safety awareness • Knowledge of marking and assessment systems
Skills <i>This section should detail the competency requirement which could be developed through non formal training. E.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i> <i>Refer to the skills database for core operational skills</i>	
Essential:	• Effective written and verbal communication skills. • Able to influence and negotiate. • Able to develop and maintain effective working partnerships. • Effective Time Management skills. • Competent in the use of IT including, Word, Excel, PowerPoint and/or other presentation formats. • Strong organisational skills • Classroom Management
Desirable:	• Wellbeing and welfare experience

Additional Information (inc vetting level required):	• Comply with Vetting requirements • Team working approach • Flexibility in delivery style and subject • Occasional working across alternate force locations
Restriction Level:	