



PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner: AD Organisational Development and Learning

POLICE STAFF

ROLE SPECIFIC INFORMATION	
Job Title:	Training Planning Assistant
Generic Role Profile:	Business Support
Salary Band:	Band B (Grade 3)
Operational / Non Operational Role	Non operational
Vetting Level:	
Reporting to:	Demand Planning and Events Team Leader
Specific Role Purpose:	To administer and monitor training courses for LPUs and Departments, ensuring all courses are fully enrolled to and staff are abstracted on the Duty Management system whilst ensuring all other relevant IT systems are updated as appropriate.
Key Responsibilities:	• Create events using relevant computer systems to facilitate necessary learning. • To process course enrolments and update abstractions on the duty management system. • To assist audits to ensure high standards of customer service. • Ensure records are maintained and relevant systems are updated. • Where further services are required, refer the issue promptly to their supervisor in accordance with the recognised procedure. • Promote equality, diversity and human rights within the workplace ensuring that individual or groups are not disadvantaged or discriminated against. • Ensure that the working environment is safe for the individual and others. • Undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.

Date:
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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 experience of administrative duties, degree level educated.</i>	
Essential:	• Must be computer literate • Excellent IT skills in Windows-based operations including: Word, Excel, and Outlook. • Ability to use searching tools. • Collate and update data.
Desirable:	- Customer service experience - Previous experience of working with data. - Ability to use relevant areas of: LDP (Learning and Development Plan) Blackboard CX Portal MyTime
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 skills database for core operational skills</i>	
Essential:	- Excellent communication skills including verbal and written - Excellent interpersonal and organisational skills. - Ability to prioritise work load and work to tight deadlines - Ability to develop effective working relationships
Desirable:	

Hours of Work and Flexibility:	Monday to Friday 08:00 – 16:00 however part of the flexible working scheme
Agile Work Style: (if applicable)	Yes

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Restriction Level:	
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