WEST YORKSHIRE POLICE

ROLE PROFILE

Role Title	Holmes Trainer and Quality Auditor	Reporting to	Divisional Training Officer
Section	Administration	District/Department	Protective Services Crime
Tenure		Rank/Grade	Scale 6

Part A – JOB DESCRIPTION

Overall purpose of role	Responsible for ensuring compliance with indexing processes and procedures on the live Holmes accounts and delivering HOLMES training to personnel.

Key outputs for role –

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.

2. Responsible for the day to day database management of the Holmes Accounts, ensuring all indexing complies with national policy.

3. Undertake regular audits of the Holmes Accounts to ensure indexing is carried out in accordance with national policy, taking remedial action where necessary.

4. To prepare and structure courses to meet the requirements to train personnel in accordance with Major Incident Room procedures.

5. To deliver training to personnel who are required to use HOLMES or any other incident specific management system.

6. To assess each student and offer extra support and tuition to ensure the student reaches the required standard.

7. To collate and maintain records of location and experience of trained staff to be able to assess current and future training requirements.

8. To provide appropriate training to staff who may be required to perform duty in the Casualty Bureau.

9. To act as an indexer in 'live' incident rooms to provide assistance to meet operational demands as required.

Dimensions *(Financial/Statistical/Mandates/Constraints/No. of direct reports)*

- Work in any of the incident rooms within the Force or anywhere where an ad-hoc incident room is established.
- Projected training annually to achieve corporate requirements, including approximately 32 weeks of training, varying between courses of between three days and one month's duration.
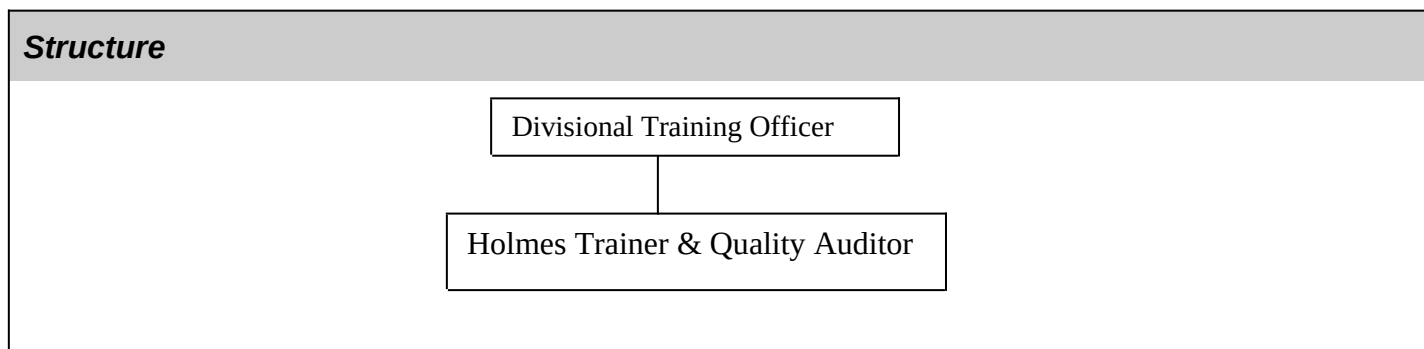
Work/Business contacts

Internal: Police Officers and support staff of all ranks and grades:

External: Police Officers and support staff of all ranks and grades from other Forces: Members of the public who ring incident rooms with queries and information; other outside agencies e.g. CPS, British Transport Police, Social Services, Health Service, Media etc.

Expertise in Role Required *(At selection - Level 1)*	Essential or Desirable
• Minimum two years experience as a HOLMES Indexer	Essential
• Possess a good working knowledge of HOLMES Rules and Conventions	Essential
• Have a detailed working knowledge and experience of HOLMES systems management	Essential
• Experience of teach/training adult students	Desirable
• Demonstrates the ability to design, develop, present and assess HOLMES training	Desirable
Other *(Physical, mobility, local conditions)*	
• Has a current full UK/European driving licence.	Essential
• Has access to own vehicle and is prepared to use it for business purposes.	Desirable
• Work in various locations throughout the Force area and, on occasions, in other Force areas	Essential
• Is prepared to work flexible hours to suit the requirements of the department.	Essential
• Short notice flexibility regarding working hours and travelling.	Essential

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Expertise in Role - After initial development - Level 2

- Has detailed knowledge of the roles and responsibilities of all staff involved in a major incident room.
- Has detailed knowledge of casualty bureau procedures and practices.
- Has successfully completed Level 1 Trainers' Course.
- Has kept up to date with changes affecting the role.

Structure

Divisional Training Officer

Holmes Trainer & Quality Auditor

PART B – COMPETENCIES & VALUES

Competency and Values Framework –
http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Is recognised as an expert source of information on all matters relating to major incident systems.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	