



**WEST YORKSHIRE
POLICE**

ROLE PROFILE

Role Title	Driver Trainer	Reporting to	Driver Training Supervisor and Sergeant
Section	Learning & Organisational Development	District/Department	People Directorate
Tenure		Rank/Grade	SO1

Part A – JOB DESCRIPTION

Overall purpose of role	To design, develop, deliver and maintain, high quality Learning and Development (L&D) solutions for staff across the organisation, inspiring and motivating people to develop and maintain competence in their role, and using effective and appropriate methods; to ensure individual and organisational needs are met and to maximise potential
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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.	Identify learning needs and specify learning outcomes, using an evidence based approach; to inform the design; development and delivery of effective and appropriate learning solutions and learning materials.
3.	Design, develop, deliver and maintain appropriate learning solutions, using a variety of methodologies. To deliver effective learning that meets individual and organisational goals, including sharing innovation and best practice.
4.	Research, design, develop and maintain high quality learning materials, based on the needs of the organisation, to enable the successful delivery of learning solutions which fulfil and comply with organisational, regional and national mandate requirements and legislation.
5.	Manage, advise and guide learners as appropriate, and in accordance with the Code of Ethics, to ensure a safe, inclusive and effective learning environment.
6.	To provide specialist advice in your area of expertise in support of the Force, including court attendance and active participation in Force project work.
7.	Conduct assessment processes in line with a specific assessment criteria to measure and record the achievement of intended learning outcomes or qualifications. To construct and implement appropriate development plan to ensure the achievement of competence.
8.	Maintain a commitment to continuing professional development (CPD) in both subject matter area and in L&D, to ensure that your knowledge, skills and behaviours are maintained and enhanced.
9.	To design and deliver specialist training in your area of expertise in support of the Force and in accordance with current legislation, national standards and Force policy e.g. Category D1 Licence acquisition, TPAC, VIPEX
10.	To have responsibility and ownership for the maintenance, testing, storage, security of systems and equipment used in the delivery of all activities where appropriate, ensuring Health & Safety and Security policies are adhered to.
11.	Provide support and assistance to policing events, operational needs and other departments where required to meet organisational requirements.

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

- Has responsibility for training activity/delegates
- Responsibility for design and delivery of approximately 12 variants of Driver Training courses, over a range of multiple environments and utilising several categories of vehicles, delivering approximately 140 hours of Driver training per month including; Standard Response, Fast Roads and various specialist courses
- This post has been classified as 'Safety Critical' in line with the Drug and Alcohol Misuse in the Workplace Policy

Work/Business contacts

Internal: All staff and volunteers within the organisation

External: All relevant partners and business contacts, including third party organisations

Expertise in Role Required (At selection - Level 1)**Essential or Desirable**

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| • Holds or demonstrates the ability to be able to achieve the level 3 certificate in learning and development qualification or equivalent | Essential |
| • Demonstrates the ability to communicate clearly and effectively both verbally and in writing | Essential |
| • Good working knowledge and experience, in the use of computer systems, including Microsoft applications | Essential |
| • Demonstrate the ability and commitment to be proactive in continuous personal development in role related skills and knowledge | Essential |
| • Has the ability to pass a Highway Code and Roadcraft system of driver control examination at selection. | Essential |
| • Demonstrates the ability to drive to a good standard with a good driving history | Essential |
| • Ability to pass both the Standard Response and Police Advanced driving courses | Essential |
| • Willingness and ability to undertake the relevant training courses applicable to the specialist area of expertise for the role. | Essential |
| • Has and demonstrates the ability to train in hours of darkness. | Essential |
| • Holds or demonstrates the ability to successfully complete a TAQA assessment qualification/ accreditation or equivalent. | Essential |
| • Knowledge and understanding of specific legislation relevant to the role | Desirable |
| | Desirable |

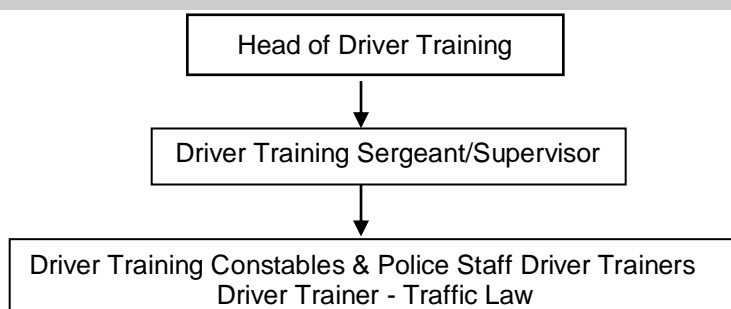
Other (Physical, mobility, local conditions)

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| • Willingness and ability to travel for business purposes within the West Yorkshire police area, regionally and nationally. | Essential |
| • Willingness and ability to work flexible hours, weekends and out of business hours to meet departmental needs | Essential |
| • Holds a full current UK / European driving licence (Category B min) for at least 3 years and has not acquired four or more penalty points within the past three years | Essential |
| • Ability to travel as a passenger in a motor vehicle for lengthy periods of time without suffering motion sickness | Essential |
| • Willingness to work an 'unsociable hours' shift pattern. | Essential |

Expertise in Role - After initial development - Level 2

- Has a good working knowledge of relevant organisational policies, procedures, practices and specific legislation relevant to role
- Has successfully designed, developed and delivered learning interventions
- Has successfully completed a certificate in Level 3 Learning and Development or equivalent
- Has successfully undertaken within the requisite timeframes the relevant training courses applicable to the specialist area of expertise for the role where required.
- Has attained a TAQA assessor qualification or equivalent
- Undertake a minimum of 35 hours of CPD activity per annum
- Has passed the Student Driver Training Course
- Has passed an Initial Phase Pursuit course
- Has passed the Standard Response and Police Advanced driving courses and is able to maintain driving standards to the required level
- Demonstrates the ability to develop specialist and bespoke courses
- To maintain a CPD portfolio in line with CoP requirements including periodic assessments in both practical and theory competence

Structure



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 2 – Supervisors/managers

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has proactively identified, recommended and implemented new methods of learning and development interventions
- Recognised and utilised as a subject matter expert in role
- Has developed and maintained a network of internal and external sources relevant to role
- Has passed the relevant specialist courses and is able to maintain driving standards to the required level.

PART D - ACCESS & VETTING

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