



<b>Role Title</b>	First Aid Trainer (leading to Health, Safety & First Aid Trainer)	<b>Reporting to</b>	Health, Safety & First Aid Training Team Manager
<b>Section</b>	Leadership and Professional Development (L&PD)	<b>District/Department</b>	Protective Services, Operations
		<b>Rank/Grade</b>	SC6 (leading to SO1)

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To design, develop and deliver first aid learning and development interventions in accordance with First Aid Legislation, HMIC guidelines and the Policing Plan. To assist, as required, in other areas of training design and delivery within the Leadership & Professional Development department according to business needs.  After 6 month, following successful completion of the NEBOSH qualification, the above would also include the delivery of Health & Safety learning and development.
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<b>Key outputs for role –</b>	
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.	Design and deliver first aid learning and development interventions to police officers and police staff in accordance with L&DC policy, HMIC guidelines, policing plan and Health and Safety Legislation. (after 6 month, following successful completion of the NEBOSH qualification, the above would also include the delivery of Health & Safety learning and development)
3.	Develop and assess police officers and police staff of varying ranks and grades in the application first aid so that Health and Safety Legislation can be cascaded and enforced within the workplace. (after 6 month, following successful completion of the NEBOSH qualification, the above would also include the delivery of Health & Safety learning and development.)
4.	Monitor the performance of delegates against standards as prescribed by outside agencies/awarding bodies. Debrief and provide development feedback and support to delegates as necessary and complete written assessments where required. Share feedback with fellow trainers so that skill levels within the team are developed and maximised.
5.	Provide a professional, advisory service on first aid learning and development interventions in order to reinforce and validate training. (after 6 month, following successful completion of the NEBOSH qualification, the above would also include the advisory service on Health & Safety learning and development Interventions)
6.	Maintain regular contact and seek specialist advice on the interpretation of role related legislation and new information from the central Health & Safety Department.
7.	Proactively seek out current best practice in relation to health, safety and first aid requirements, ensuring that a high level of skill and knowledge is developed and maintained so learning packages are updated as appropriate.

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

- No direct supervisory responsibility.
- Deliver first aid development interventions to police officers and police staff of varying ranks and grades for approximately 75% of the role.

**Work/Business contacts**

**Internal:** Police officers and police staff of all ranks and grades.

**External:** Other forces, external agency trainers and other professional bodies.

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

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| • Holds or demonstrates the ability to gain a First Aid at Work Certificate.   | Essential |
| • Good working knowledge and experience in the use of Microsoft based applications e.g. Word, Excel, PowerPoint and Outlook. | Essential |
| • Holds a Level 3 Learning and Development qualification (CTLLS of equivalent)   | Essential |
| • Demonstrated ability to work both independently and within a close team environment.                                       | Essential |
| • Holds a Manual Handling/Safe Lifting Trainers Award.   | Desirable |
| • Hold a TAQA Assessor Award (or equivalent qualification)   | Essential |
| • Demonstrates the ability to gain a NEBOSH qualification  | Essential |

**Other (Physical, mobility, local conditions)**

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| • Willingness and ability to work flexible hours, weekends and out of business hours as required to meet organisational needs. | Essential |
| • Willingness to assist other departments within LDC with their learning and development commitments when required             | Essential |
| • Ability and willingness to travel for business purposes within the West Yorkshire area, region and nationally.               | Essential |

**Expertise in Role - After initial development - Level 2**

- Has detailed knowledge of West Yorkshire Police policies and procedures in relation to Health & Safety and First Aid.
- Has successfully achieved a Manual Handling/Safe Lifting Trainers Award
- Has successfully achieved a First Aid at Work Certificate
- Evaluates current systems and products of the team and recommends action for improvement
- Hold a NEBOSH Certificate. (within 6 months)

**Structure**

HEALTH, SAFETY AND FIRST AID  
TRAINING MANAGER

HEALTH, SAFETY AND FIRST AID  
TRAINER



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

#### Select one level

Level 1 –Practitioner

## PART C - DEVELOPMENT OF ROLE

### Expertise in Role (Advanced - Level 3)

- Has developed and maintained an external network to maintain best practice in Health and Safety and First Aid.
- Maintain a personal portfolio of evidence in line with HSE guidance to show the trainer has regularly provided first aid at work training during the previous 3 years or has conducted at least two practical and two theoretical first aid training sessions.
- (After 6 months, following successful completion of the NEBOSH qualification, the above would also include the delivery of Health & Safety development interventions)

## PART D – CORE CAPABILITIES (Police Officer Roles Only)

This role requires a post holder to be able to generally demonstrate the core capabilities specified below.

Core Capability	Core Capability Required (Yes / No)
a) Sit for reasonable periods, to write, read, use the telephone and to use (or learn to use) IT;	Y
b) Run, walk reasonable distances, and stand for reasonable periods;	Y
c) Make decisions and report situations to others;	Y
d) Evaluate information and to record details;	Y
e) Exercise reasonable physical force in restraint and retention in custody;	Y
f) Understand, retain and explain facts and procedures; and	Y
g) The ability to work the full range of shifts	Y

## PART E - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to Police Buildings where based
<b>Vetting Level</b>	Recruitment Vetting
<b>Date accepted as a role profile</b>	24/09/2019