



<b>Role Title</b>	Crime trainer (police staff)	<b>Reporting to</b>	Crime Training Detective Sergeant
<b>Section</b>	Crime Training	<b>District/Department</b>	Learning & Organisational Development
<b>Tenure</b>		<b>Rank/Grade</b>	SO1

## Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	To design, develop, deliver and maintain, high quality Learning and Development (L&D) solutions for staff across the organisation. Inspire and motivate people to develop and maintain competence in their role by using effective and appropriate methods to ensure individual and organisational needs are maximised to full potential. Change the behaviour of individuals and organisational culture in relation to the Criminal Procedures Investigations Act (CPIA) and the way investigations are conducted.
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<b>Key outputs for role –</b>
<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>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. Keep up to date with current best practices and legislation ensuring that all training is current, accurate and relevant.</li><li>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.</li><li>6. Provide specialist advice in your area of expertise to support the Force including active participation in Force project work, ensuring that training is consistently delivered around the Organisation and in line with current best practice.</li><li>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.</li><li>8. Maintain a commitment to continuing professional development (CPD) in both subject matter area and in L&amp;D, to ensure that your knowledge, skills and behaviours are maintained and enhanced.</li><li>9. To have responsibility and ownership for the maintenance, testing, storage, and security of systems and equipment used in the delivery of all activities where appropriate, ensuring Health &amp; Safety and Security policies are adhered to.</li><li>10. Provide support and assistance to police training events and training to Districts/departments where required to meet organisational requirements.</li></ol>

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

- No direct supervisory responsibility
- Will work in line with appropriate awarding bodies as required to ensure that delivery of training is in line with their standards, achieving the learning outcomes as defined by those awarding bodies.

**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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| • Has completed a CID foundation course or successfully completed the ICIDP  | Desirable |
| • Holds or demonstrates the ability to be able to obtain 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 recent and substantial investigatory experience in serious, complex and major investigations                                       | Essential |
| • Holds a PIP level 2 accreditation or equivalent crime investigation foundation accreditation   | Essential |
| • Current knowledge of criminal law procedures   | Essential |
| • Recent experience of delivering adult learning interventions   | Desirable |
| • Ability to undertake and complete assessor training  | 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 |

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

- Demonstrates a detailed knowledge of criminal law and procedures.
- Has successfully designed, developed and delivered learning interventions within Crime Training Portfolio.
- Has successfully completed a certificate in Level 3 learning and development, or equivalent
- Has successfully completed assessor awareness training
- Undertake a minimum of 35 hours of CPD activity per annum

## 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](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)**

- 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 and is used by officers and staff as a source of expert information and guidance regarding specific subjects covered by the Crime Training function

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to buildings where based
<b>Vetting Level</b>	Management
<b>Date accepted as a role profile</b>	9/8/18