



Role Profile

HR : Learning and Development Trainer

Role Description

Deliver high quality training, learning and development. This will range from classroom-based and tutor-led through to one-to-one and in-the-workplace training to distance and digital learning.

Main Responsibilities

- Conduct full training needs analysis based on operational and organisational requirements.
 - Design, develop, prepare and deliver training and course material to meet the customer requirements.
 - Contribute to and undertake evaluation to support improvement of the Learning and Development provision.
 - Undertake assessment of learning, utilising different assessment methods subject to student or programme need and to comply with national or local standards.
 - Contribute and undertake quality assurance requirements to comply with national or local standards.
 - Complete appropriate administration procedures as required.
 - Undertake evaluation and introduction of appropriate new technology and training delivery methodologies for Learning and Development
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- Involvement with and contribute to the development of a learning and development strategy.
 - Represent Learning and Development as appropriate on projects, user groups, regional collaboration/partnership activities attending meetings, developing material, providing feedback and where required delivery at different locations to meet agreed constabulary contribution.
 - Develop and maintain continuous professional development

Rank\Scale

Scale 6

Additional Information

Vetting Level: The role must be vetted to a minimum of Recruitment Vetting (RV).

Mobility: The Force reserves the right to request you to carry out any other duties or move you to any other post appropriate to your grade, at any location within the county of Gloucestershire, as business requirements dictate.

Working Pattern: Normal working hours will average 37 per week or will be pro rata. This will be worked subject to the needs of the service and may involve shift, night, weekend and public holiday working.

Standards of Professional Behaviour: All members of Police Staff / Police Officers must comply with these standards.

Travel: The post holder will be required to travel to meetings/training venues throughout the county/region.

Training and development: Undertake the required training and development to maintain working knowledge.

Experience and Qualifications



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Essential

- Have previous training experience and hold a training qualification or be expected to work towards a level 4 Certificate in Education & Training (CEAT) and achieve this within 2 years of starting the qualification.
- Experience of and ability to develop and prepare high quality training courses and materials to meet force needs.
- Ability to undertake training needs and skills analysis
- GCSE English Language and Mathematics Grade C or above (or equivalent)
- Excellent written and verbal communications skills.
- Commitment to Continuous Professional Development (CPD)
- Have an in depth working knowledge and understanding of a range of IT systems, including Microsoft office products.
- Hold a current driving licence

Desirable

- Ability to undertake presentations to a wide range of audiences, using various forms of delivery media.
- Ability to conduct knowledge and work based assessments to the recognised national standard preferably with A1 or equivalent nationally recognised qualification

Competency Framework Values



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Skill Category	Skill Name	Skill Level	Skill Description	For PDR
Intelligent, Creative and Informed Policing	We analyse critically	Practitioner	I recognise the need to think critically about issues. I value the use of analysis and testing in policing. I take in information quickly and accurately. I am able to separate information and decide whether it is irrelevant or relevant and its importance. I solve problems proactively by understanding the reasons behind them, using learning from evidence and my experiences to take action. I refer to procedures and precedents as necessary before making decisions. I weigh up the pros and cons of possible actions, thinking about potential risks and using this thinking to inform our decisions. I recognise gaps and inconsistencies in information and think about the potential implications. I make decisions in alignment with our mission, values and the Code of Ethics.	Yes
Inclusive, Enabling and Visionary Leadership	We are collaborative	Practitioner	I work cooperatively with others to get things done, willingly giving help and support to colleagues. I am approachable, and explain things well so that I generate a common understanding. I take the time to get to know others and their perspective in order to build rapport. I treat people with respect as individuals and address their specific needs and concerns. I am open and transparent in my relationships with others. I ensure I am clear and appropriate in my communications.	Yes



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Resolute, Compassionate and Committed	We are emotionally aware	Practitioner	I treat others with respect, tolerance and compassion. I acknowledge and respect a range of different perspectives, values and beliefs within the remit of the law. I remain calm and think about how to best manage the situation when faced with provocation. I understand my own emotions and I know which situations might affect my ability to deal with stress and pressure. I ask for help and support when I need it. I understand the value that diversity offers. I communicate in clear and simple language so that I can be easily understood by others. I seek to understand the thoughts and concerns of others even when they are unable to express themselves clearly.	Yes
Intelligent, Creative and Informed Policing	We are innovative and open-minded	Practitioner	I demonstrate an openness to changing ideas, perceptions and ways of working. I share suggestions with colleagues, speaking up to help improve existing working methods and practices. I constantly reflect on my own way of working and periodically review processes and procedures to make continuous improvements. I adapt to change and am flexible as the need arises while encouraging others to do the same. I learn from my experiences and do not let myself be unduly influenced by preconceptions.	Yes



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Inclusive, Enabling and Visionary Leadership	We deliver, support and inspire	Practitioner	I take on challenging tasks to help to improve the service continuously and support my colleagues. I understand how my work contributes to the wider police service. I understand it is part of my collective responsibility to deliver efficient services. I take personal responsibility for making sure that I am working effectively to deliver the best service, both individually and with others. I am conscientious in my approach, working hard to provide the best service and to overcome any obstacles that could prevent or hinder delivery. I support the efficient use of resources to create the most value and to deliver the right impact. I keep up to date with changes in internal and external environments. I am a role model for the behaviours I expect to see in others and I act in the best interests of the public and the police service.	Yes
Resolute, Compassionate and Committed	We take ownership	Practitioner	I actively identify and respond to problems. I approach tasks with enthusiasm, focusing on public service excellence. I regularly seek feedback to understand the quality of my work and the impact of my behaviour. I recognise where I can help others and willingly take on additional tasks to support them, where appropriate. I give feedback to others that I make sure is understandable and constructive. I take responsibility for my own actions, I fulfil my promises and do what I say I will. I will admit if I have made a mistake and take action to rectify this. I demonstrate pride in representing the police service. I understand my own strengths and areas for development and take responsibility for my own learning to address gaps.	Yes

NOS

NOS Unit	Unit Name	Unit Description