



Staffordshire Police - Role Profile

Trainer - Digital Development & IT

Grade/Rank:	Grade F
Directorate:	People Services
Reports to:	Digital Development & IT Lead

Role Purpose

Learning and Organisational Development (LOD) sits within the People Services Directorate of Staffordshire Police and the Team are responsible for the design, delivery, evaluation and continuous development of teaching products for police officers and police staff; in line with the College of Policing National Curriculum and supporting the priorities of the Force Policing Plan.

Learning, development and CPD are intrinsic to supporting Staffordshire Police's Blueprint for Change and LOD strives to be at the forefront of both Trust Driven Policing and the National Enabling Programme. Team members will work with peers within LOD, partner organisations, colleagues from regional Forces collaboration and national.

The role will require participation with Force Learning and Development Focus Groups, engaging with both officers and staff of all ranks to identify and support learning requirements across the Force.

Key Tasks and Responsibilities:

The Digital Development and IT Team will provide training delivery in line with the National Enabling Programme, incorporating a wide range of technology and software, including mobile technologies.

The postholder should demonstrate the ability to adapt and learn quickly, to suit fast moving developments in the digital environment. As the Force evolves its digital strategy, the postholder will engage with various stakeholders and develop digital/blended learning solutions.

The postholder will deliver classroom training for essential local and national IT systems within policing and be able to identify and implement engaging, user friendly and cost-effective digital learning solutions (including e-learning).



And to be accountable for: (ie responsibilities held by others but measured and owned by this role)

Behaviours

The Behavioural Competency Framework (BCF) has six competencies that are clustered into three groups. Under each competency are six levels that show what behaviours will look like in practice.

This role should be operating at the following levels:

Resolute, compassionate and committed

We are emotionally aware	Valuing Diversity	2
	Managing Sensitivities/Political Savvy	2
We take ownership	Customer Service	2
	Maintaining Accuracy/Sustainable Working	2

Inclusive, enabling and visionary leadership

We are collaborative	Partner Working	2
	Managing Complexity/Strategic Planning	2
We deliver, support and inspire	(self) Leadership	2
	Supporting Colleagues/Coaching & Mentoring	2

Intelligent, creative and informed policing

We analyse critically	Problem Solving	2
	Situational Judgement	2
We are innovative and open-minded	Continuous Improvement	2
	Futurology	2

Education, Qualifications and Experience

Essential:

Minimum Level 3 qualification in Teaching / Training or equivalent.

Desirable:

Level 5 qualification in Teaching/Training or equivalent.



Skills Matrix	
Essential:	Desirable
<p>Must have the ability to design learning products to support the digital cultural development across the Force.</p> <p>Must have a proven understanding of the training process (learning needs analysis and evaluation).</p> <p>Must have the ability to communicate with, and influence, all staff in the areas of learning and development.</p> <p>Must demonstrate experience in the delivery of classroom based training and the coaching of individuals and groups.</p> <p>Must demonstrate experience of Microsoft Office packages, including PowerPoint and the ability to use digital technologies in the training environment.</p>	<p>Awareness of external issues; and local or national issues which may impact on force priorities and learning and development.</p> <p>Knowledge of Origin, use of e-portfolio; OneFile</p> <p>A working knowledge of topical policing issues.</p>

CPD Requirements
<p>Continuously review, manage and maintain personal and professional development in relation to policing, teaching and learning practice.</p> <p>Postholder will be required to achieve Level 5 qualification.</p>

Professional Registration/Licences
<p>Holder of a full UK driving licence (essential).</p>

Special Conditions
<p>You will be required to use your own vehicle to travel for business purposes from time to time, to different work locations within the County and region.</p> <p>You will be required to undertake post-entry training.</p> <p>There will be occasional weekend working expected.</p>



Limited Duties

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Agile Profile (See Agile Matrix)

Desk	Confidentiality	Systems & Email	Telephony	Paper	Hours