

## Job Summary

### Trainer – Operational Skills (Custody Lead)



South Yorkshire  
**POLICE**

**Service:** Organisational Development and Learning  
**Reporting to:** Operational Skills Training Supervisor

**Grade:** D  
**Location:** Robert Dyson House

**Salary:** £25,380 - £29,064  
**Hours:** 37

#### Your contribution

This role is responsible for the design and delivery of complex, extensive learning and development (L&D) programmes, enabling the organisation to achieve its goals and individuals to fulfil their potential in accordance with the People Development strategy

#### Key accountabilities

- Use an evidence-based approach to identify learning needs and specify learning outcomes to inform the design and development of training.
- Design and develop learning programmes and sessions, consistent with the 70:20:10 model, identifying and incorporating training and learning methodologies that are capable of meeting individual and organisational learning needs with available resources and within specified timescales.
- Research, design, develop and maintain learning materials that enhance the learning and engage the learners.
- Deliver training using a wide range of learning methodologies ensuring learners are managed, motivated, facilitated, coached and supported to achieve the intended learning outcomes.
- Foster and maintain a safe, inclusive and effective learning environment to enable learners engagement and participation
- Determine an appropriate assessment strategy and conduct learner assessments, to evaluate and record prior learning and the achievement of

#### Our values

##### VALUES

All roles are expected to know, understand and act with ethics and values:

##### Impartiality

Shows impartiality throughout all dealings with colleagues, partners and members of the public.

##### Integrity

Understands and reinforces expectations of professional behaviour and openly recognises good or bad performance. Maintains highest levels of professionalism, making sure to always uphold values and ethical standards of the police service.

##### Public Service

Acts in the interest of the public, first and foremost. Shows resilience and takes personal responsibility for delivering the best possible outcomes for the public.

##### Transparency

Transparent in the actions, decisions and communications with colleagues and the public. Honest and open in interactions and decision-making.

intended learning outcomes at appropriate points in the programme, and to meet internal or national verification standards.

- Analyse assessment results and, where relevant, construct and implement personal development plans to ensure that individuals achieve the intended learning outcomes.
- Utilise assessment analysis and stakeholder feedback to inform the development and continuous improvement of training interventions and overall learning experience within the organisation.
- Engage in evidence based research, and keep abreast of advances and best practice in learning and development models and methodologies, incorporating these into L&D interventions.
- Be a visible role model; consistently demonstrate professional principles and personal integrity and promoting CPD.
- Make effective use of technology to support learning.

## Skills

- Able to identify and engage effectively with key stakeholders and to take appropriate steps to understand their needs and concerns.
- Understands and applies best practices in designing, developing and adapting learning materials and resources (including those associated with adult learning).
- Understands and uses models of adult learning, group behaviour and group learning to plan and manage group activity and ensure effective individual learning.
- Skilled in a range of blended learning, teaching and presentational techniques and able to select and apply these appropriately and flexibly.
- Skilled in using questioning, listening and non-verbal communication techniques to give, elicit and receive feedback and to overcome communication barriers.
- Understands and applies the concepts and principles of individual assessment.

## Our Competencies

The Competency and Values Framework (CVF) has 6 competencies that are clustered into three groups. This role should be operating, or working towards, the following levels:

**Resolute, compassionate and committed**

**Emotionally Aware - Level 2**

**Takes Ownership - Level 2**

**Inclusive, enabling and visionary Leadership**

**Works Collaboratively – Level 1**

**Delivers, supports and Inspires – Level 2**

**Intelligent, creative and informed policing**

**Analyses Critically – Level 2**

**Innovative and open-minded – Level 2**

## Education and Experience

- Minimum Level 4 Certificate in Education and Training
- Knowledgeable and experienced in the delivery of Custody Training, having undertaken relevant training such as Custody managers Course.
- Experienced in supporting a broad spectrum of operational policing skills.

## Continuing Professional Development (CPD)

- Maintain competence in own area of training subject matter expertise, including knowledge and understanding of legislation, College of Policing Guidance, and best practice.
- Participate in networking opportunities, reflecting on practice and sharing learning with peers in order to inform and improve policy, processes and practice.
- Champion innovation and improvement by maintaining and enhancing knowledge and understanding of new approaches to training identified through evidence based research and environmental scanning. Testing and integrating new approaches.

- Able to create and follow project plans, and to identify and mitigate risks to delivery.
- Able to review own performance objectively and to develop and follow an appropriate personal development plan.

### **Conditions of Role**

#### **All Roles:**

- Some weekend and evening work may be required to support organisational need(s).
- Work at locations other than Robert Dyson House (with the exception of Receptionists) will be required.
- Working hours and pattern will be agreed in conjunction with the team manager to ensure that core hours are covered.

The following additional conditions also apply:

#### **Performance and Support Team:**

- Visibility and presence will be required across all POD sites to ensure that an effective service is delivered across all departments.
- Core hours to be covered at Robert Dyson House will be from 7.45am to 6.00pm Monday to Friday. This will be subject to confirmation and ongoing review with the team manager.

#### **All Delivery Roles (Including Trainers):**

- Staff must have the ability to travel across the South Yorkshire area and outside of force as required.
- Whilst each delivery area is defined according to a core function or lead area, trainers are expected to work across teams and provide resilience to support other areas as required by organisational need.