Role Profile

Role Profile Part 1			
Role title	**Learning & Development Deputy Manager**	**Grade/Rank**	Staff SO2 and Police/ Detective Sergeant
Dept/Area	L&PD	**Vetting Level**	RV
Responsible to	Unit Training Manager	**Staff line managed**	Police Constable Trainers/Police Staff Trainers
Reviewed by (Line Manager)	Milan Desai, Training Delivery Manager	**Date**	31/03/23
Purpose of Job	To line manage people within a training team, ensuring the provision of effective and efficient training in line with organisational priorities and needs. To also design, deliver, assess and evaluate training according to role and Learning and Development Department requirements, including supporting relevant strategic force leads.		
Key Accountabilities	1. Ensure the efficient and effective design, delivery, assessment and evaluation of training that the team is responsible for. 2. Lead and manage their people in order to get the best from them. 3. Deputise for the team manager in their absence. 4. Carry out training needs analysis, design, delivery, assessment and evaluation as required. 5. Lead training projects required to meet customer needs. 6. Maintain a high level of personal knowledge of developments in law and operational/specialist practice relevant to team and role. 7. Manage physical training environments as appropriate (e.g. classrooms and POSU training areas). 8. Represent L&D at relevant force and national working groups as appropriate. 9. Act as budget manager for training equipment and maintenance as applicable. 10. Implement Force Policy on Equal Opportunities, Health and Safety and Data Protection, and ensure adherence by staff in order to comply with the legislation and standards of good practice. 11. To give regular and effective service. Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle		

	of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. Police Staff hours of duty are 37 per week, worked within a flexitime scheme The post is uniform for Police Sergeants. Flexibility in hours and working patterns is essential. Normal duty time is daytime Mon-Fri, but some evening and weekend work will be required. Occasional overtime may also be required. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role

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Role Profile Part 2			
Education/Qualifications	Essential: Educated to QCF Level 4 or to have undertaken significant work related experience that may be deemed to have brought the post holder to a comparable level. A nationally recognised Learning and Development or Management qualification at QCF Level 4 plus proven experience or Competent Sergeant accredited to PIP Level 1 or 2 (DS) - Will be required to either possess or achieve a Learning and Development or Management qualification at QCF Level 4 within 12 months of appointment. Desirable: Assessor & Verifier qualifications.		
Experience and Skills	Essential: • Proven experience in the supervision and development of staff Coaching and mentoring of teams in a work environment Desirable: • Training needs analysis; design, delivery, assessment and evaluation of training experience would be an advantage as would mentoring experience.		
Approved by People Services		**Date**	2012

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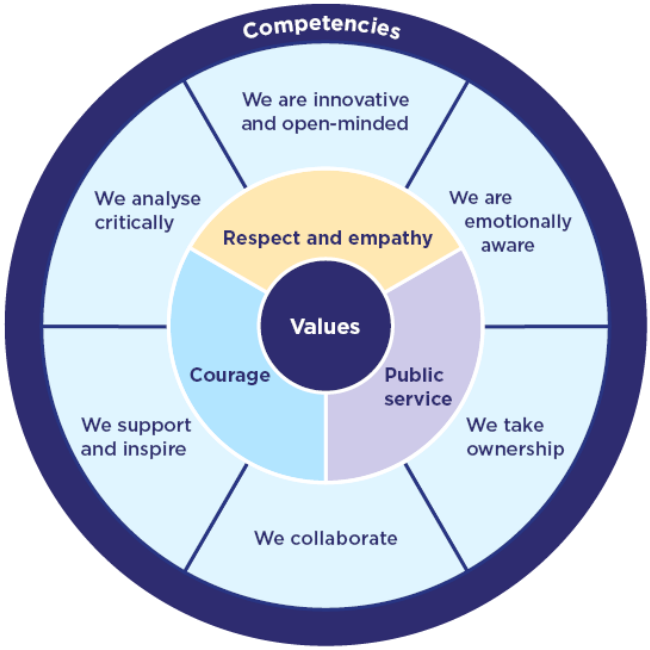
<table>
<tr><th colspan="4">Role Profile Part 3</th></tr>
<tr><td>Competencies</td><td colspan="3">All roles are expected to know, understand and act within the ethics and values of the Police Service.</td></tr>
<tr><td rowspan="8">Underpinning Values</td><td>We are Emotionally Aware</td><td>Level 2</td><td rowspan="8"> 
</td></tr>
<tr><td>We Take Ownership</td><td>Level 2</td></tr>
<tr><td>We are collaborative</td><td>N/A</td></tr>
<tr><td>We Support and Inspire</td><td>Level 2</td></tr>
<tr><td>We Analyse Critically</td><td>Level 2</td></tr>
<tr><td>We are Innovative and Open Minded</td><td>Level 2</td></tr>
<tr><td colspan="2">Courage</td></tr>
<tr><td colspan="2">Respect and Empathy</td></tr>
<tr><td colspan="2">Public Service</td></tr>
<tr><td>Initial Development Skills for new to role period</td><td colspan="3">All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required</td></tr>
<tr><td>Continuing Professional Development</td><td colspan="3">Courses and Conferences should be attended to benefit professional learning and development.</td></tr>
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