



**EMCHRS L&D
PERSON SPECIFICATION**

Area:	EMCHRS L&D	Job Title:	ICT Training Team Leader	Weekly Hours:	37
Section:	ICT L&D Delivery Team	Scale:	PO32	Version:	1.3
Post No:	RT300	Status:	Permanent	Version Date:	23.11.12

Please describe, with example(s) in section 7 of your application form how you feel you meet each of the numbered essential criteria, and where possible the desirable criteria, below.

Criteria <i>Justifiable as necessary for safe and effective performance of the job.</i>	Essential <i>A clear definition of the necessary criteria.</i>	Desirable <i>Where available, elements that contribute to improved / immediate performance in the job.</i>
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Education:	<ol style="list-style-type: none"> 1. To hold a Degree in a relevant subject or demonstrate equivalent experience. 2. To hold a Certificate in Training & Development or equivalent education/training qualification. 3. Certificate/Diploma in Supervision or Management or experience. 	<p>Coaching qualification e.g. ILM 4/5 in Coaching and Mentoring.</p> <p>To hold Graduate level membership of the CIPD.</p>
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Work Experience:	<ol style="list-style-type: none"> 4. Demonstrate substantial experience managing and developing diverse teams in an ICT learning and development arena within a complex environment. 5. Demonstrate experience in: <ul style="list-style-type: none"> • Effective review, scope, design & implementation of e-learning programmes including those for new and existing IT systems. • Working with outside organisations to inform learning solutions. 	<p>Experience of leading regional projects relating to ICT training.</p> <p>Experience of leading multi site teams.</p> <p>Experience of working as an L&D professional in the Police Service.</p>
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Personal / Interpersonal Skills, Aptitudes:	<p>6. Demonstrate ability to analyse and manage data, prepare and present high quality complex reports.</p> <p>7. Demonstrate ability to communicate effectively and to a variety of audiences.</p> <p>8. Demonstrate effective project management skills in a complex working environment.</p> <p>9. Demonstrate ability to constructively challenge existing practices.</p> <p>10. Demonstrate personal awareness of diversity issues and encourage an inclusive environment of equal opportunity and openness.</p>	
Special Skills:	<p>11. Hold a full driving licence and have use of own vehicle for work purposes (reasonable adjustments considered under the Equality Act 2010).</p>	

**EMCHRS L&D
ROLE DESCRIPTION**

Job title:	ICT Training Team Leader
Post no:	RT300
Scale:	PO32
Responsible to:	ICT Training Manager
Responsible for:	Approximately 8 ICT Trainers (South) or 6 ICT Trainers (North)
Contacts:	Force leads for ICT, NPIA, Awarding Bodies and other national bodies, EMCHRS L&D Senior Management Team and Business Partners, ICT Trainers and Learners.
Role:	<p>To project manage the ICT learning delivery process primarily the implementation of learning solutions, in response to new Information Systems, or the upgrading of existing Information Systems, whether this is brought about through legislative, policy, procedural changes or new system design.</p> <p>To manage a team of ICT Trainers delivering ICT solutions to learning needs.</p>

<u>Duties</u>	<u>Responsibilities</u>
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POLICE – STAFF

Operational:	<ol style="list-style-type: none">1. Day to day line and performance management of ICT Training Officers working in a multi site environment. To manage the training delivery of locally based trainers and ensure compliance to Health & Safety legislation and policy. Conduct risk assessments appropriate to the learning and development activities being provided.2. Promote a climate within the team that actively encourages innovation, and optimises the use of technology to streamline systems, enhance service delivery and reduce costs.3. Undertake regular appraisals of staff in accordance with the PDR process and take responsibility for helping to address their professional and career development needs.4. Participate in the Force PDR process and take responsibility for identifying their own professional and career development needs. To maintain continuing professional development to ensure that the Force remains aware of statutory obligations and best practice, and that any required policy/procedural changes are implemented.5. The post holder will lead, manage, develop and commission a confident, competent and proactive team that meets the diverse needs of its customers and demonstrates its own effectiveness, efficiency and value for money6. Work with relevant EMCHRS L&D colleagues to ensure high standards are achieved in the design of new programmes, evaluation of programmes, quality assurance of procedures, delivery and systems, and the management of qualifications, assessment and accreditation processes where relevant.7. Work with relevant EMCHRS L&D colleagues to ensure that ICT training related information is maintained on the intranet, e-library and e-brochures.8. To ensure that level one evaluation forms are completed for all relevant programmes. To be actively involved in level 3/4 evaluations where required.9. Liaise with internal and external customers both locally and nationally.10. Allocate and monitor tasks and activities to training officers ensuring that consultation with stakeholders and research takes place where relevant to ensure the most efficient learning methods are adopted. Maintain records.
Communication:	<ul style="list-style-type: none">• Liaise with regional Forces, agencies, individuals and professional bodies to ensure effective service delivery.
Administration:	<ul style="list-style-type: none">• Use Microsoft Office and other ICT software in the preparation of reports, training plans, data and presentations for senior stakeholders.• Implement robust L&D administration processes to manage and audit the work of the team.

POLICE – STAFF

General	<ul style="list-style-type: none"> • Actively promote equality of opportunity, work towards eliminating discrimination and promote good relations between all groups of people. • Undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. • This role description should develop along with the changing demands of policing reflected in regional objectives and priorities.
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	<ul style="list-style-type: none"> • Be flexible in terms of working location and be prepared to work temporarily at other locations within the region. Willingness to work evenings and weekends to meet business needs. • To deputise for other members of the ICT Training Management Team where required.
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Additional Information:

Contract Type: _____

Date of last Job Evaluation Exercise: _____

Training Requirements: _____

PDR Activities and Behaviours: _____

Car User:

Yes / No

 Allowance *{per mile / day etc}*: _____

Budgetary Management:

Yes / No

 Authority to £ Value: _____

People Management:

Yes / No

 Total Number & Level: _____

Post Funding Method: _____

Owner/source of Funding: _____

IT Systems Required: _____

Skills Required: _____

Health tests required: _____

Risk Assessment:

Yes / No

Job Evaluation:

Yes / No

Security Check Level:
(strikethrough checks NOT required) RV, SC, EV1, DV, NPPV1, NPPV2, NPPV3

Additional Information: _____

LEICESTERSHIRE CONSTABULARY RISK ASSESSMENT FORM

HS2

AREA/DEPT.: _____ DATE COMPLETED: _____ REVIEWED _____
 LOCATION/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED: _____

SPECIAL GROUPS OF PERSONS CONSIDERED: _____

COMPLETED BY (Risk Assessor): _____

AUTHORISED BY: _____

ASSISTED BY: _____

REMEDIAL ACTION PRIORITY ORDER		
Number	Date Completed	Initials

WORK ACTIVITY		HAZARD		LIKELIHOOD			RISK
No.	Description of task	Description including potential severity	H M L	Groups Exposed. Evidence of previous harm.	Existing Controls in place?	H M L	Hazards x Likelihood