

## JOB DESCRIPTION

Before completing this form, please read the BTP 'Guide to writing job descriptions for Police Staff roles' document.

### A. POST DETAILS:

Job Title:	Quality Assurance and Assessment Specialist	Current Grade:	B002
Department:	L&D	Area:	FHQ
Reports To:	Leadership Academy Manager	No of Posts:	1
Level of vetting:	BV		

### B. PURPOSE OF THE POST: *Why the post exists and what it has to achieve*

The post exists to provide quality assurance of all training programmes and Trainers, as well as the development of training capability across BTP, to ensure that the highest quality training possible is provided by the L&D department and that external standards are met.

### C. DIMENSIONS OF THE POST *The key statistics associated with the post*

#### Financial – Direct or Non-Direct

None

#### Staff Responsibilities – Direct or Non-Direct

Direct - None

Non-Direct - Responsible for the ongoing development and assessment of c100 Force, Divisional and Occasional (SMEs) Trainers

#### Any Other Statistical Data

None

**D. PRINCIPAL ACCOUNTABILITIES:** *What the job is accountable for and required to deliver*

Implement and maintain BTP and external quality assurance frameworks to ensure compliance with appropriate frameworks

Quality assure new and existing training packages, internally and externally developed, and delivery to ensure that the best training possible is delivered to meet the objectives of BTP.

Monitor and review all Level 1 and 2 training evaluation carried out across the L&D department to identify any issues or areas for improvement so as to ensure that the best training possible is delivered to meet the objectives of BTP

Provide training, ongoing development and assessment of Trainers to ensure that they have the skills and necessary qualifications to meet the standards required to perform their roles.

Assess all internal qualifications associated with training modules to ensure that the required standards are met

Environmental scanning relating to L&D products and external requirements to ensure that any latest developments in L&D or changes in the required standards and guidelines for training are identified and training programmes amended as necessary

Assist with training and ongoing development of Level 3 Assessor training across various qualifications as required by the Lead IQA.

**E. DECISION MAKING:**

**Make decisions**

The post holder will need to make decisions on the quality of training and training delivery through a process of assessment, which will feed back into the design of training programmes and the performance management of trainers. They will also be required to make assessment decisions with regards candidates' performance against both internal and external frameworks

**Significant say in decisions**

The post holder will advise, and make recommendations to, the L&D Senior Management team on the quality of training packages/courses and of training delivery

**F. CONTACT WITH OTHERS:** *The frequent contacts the post holder has with others and for what purpose*

**Internal**

The role will involve frequent contact with all Team Leaders and Trainers across the department for the purpose of quality assuring training programmes and their delivery, and providing coaching and development to trainers.

**External**

The role will involve frequent contact with various external stakeholders (including External Training providers, consultants and assessors, other police forces, CoP, Awarding bodies) for the purpose of ensuring that BTP continues to comply with all external training requirements

**G. REQUIREMENTS:** *The skills, knowledge, experience, qualifications and training required to perform the job.*

**Essential Criteria:**

**Qualifications and Training:**

Certificate to Teach in the Lifelong Learning Sector (CTLLS) qualification or equivalent nationally recognised Teaching/Training qualification at Level 4

Assessor award at Level 3 (or equivalent qualification)

**Experience:**

Experience of working within a quality assurance role

Experience of training delivery

Assessment and management of candidates registered for relevant qualifications.

**Skills:**

Effective organisational, communication and management skills

Good stakeholder management skills with the ability to work collaboratively with internal and external stakeholders Ability to work collaboratively with internal and external partners.

Ability to carry out Training Needs Analysis, training design, assessment and evaluation

Competent IT skills relating to the preparation of lesson material and reports etc.

**Knowledge:**

All aspects of the training cycle

Assessment practice regarding qualifications.

**Desired Criteria:**

**Qualifications and Training:**

Internal Quality Assurance/Internal Verification award at Level 4

**Experience:**

Experience of working in an operational or L&D role within a Police environment

Level 1 & 2 Evaluation processes

**Skills:**

Experience of training design

**Knowledge:**

Blended learning including e-learning

**H. ANY ADDITIONAL INFORMATION:** *Information relevant to the role, including any particularly challenging/ difficult aspects of the job. If competencies have been developed for this post, these can be listed here.*

The post holder will be required to travel within the UK as part of the role and overnight stays might be required.

**I. AUTHORISATION DETAILS**

Prepared By: Chris LOWDON

Date: 22/04/16

Area Commander

/FHQ HoD: Richard Mitchell

Date: 25<sup>th</sup> April 2016