

## JOB DESCRIPTION

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

### A. POST DETAILS:

Job Title:	Recruit Development Administrator	Current Grade:	A004
Department:	Learning & Development	Area:	FHQ
Reports To:	Recruit Development Coordinator	No of Posts:	1

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

The role of the Administrator is to provide administrative support to the Recruit Development Team as part of the Recruit Training Programme.

*Continue on a separate sheet and attach if required*

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

**Financial – Direct or Non-Direct**

None

**Staff Responsibilities – Direct or Non-Direct**

None

**Any Other Statistical Data**

None

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

**Provide administration support to the Recruit Development Team:**

- Continually monitor and record the performance of all probationary constables in completing the mandatory requirements required to complete phases two and three of the recruit training programme, working closely with the recruit development team.
- Manage the recruit development team email account, replying promptly to all queries and escalating as appropriate.
- Manage the recruit development team calendar and co-ordinate regular Learning Development reviews between Probationary constables and recruit development officers,
- Arrange and coordinate all probationer officer Concourses at weeks 70 and 90 of service and Transferee courses.
- Prepare course materials required for the delivery of training facilitated by the Recruit Development team.
- Ensure governance of probationary constables course records.
- Liaison with PSD and HR regarding information required to confirm confirmation in rank or probationary officers.
- Preparation and completion of confirmation in rank files for all student officer intakes.

**Any other L&D activities or projects** that are identified as commensurate to the role.

*Continue on a separate sheet and attach if required*

**E. DECISION MAKING:**

**Make decisions**

None

**Significant say in decisions**

None.

**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 Probationary Constables, PCSO's and the Recruit Training Team for the purpose of dealing with Recruit Training Programme administration. Close liaison and information sharing with HRBC, local HR Reps and PSD.

**External**

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

**Essential Criteria:**

**Qualifications and Training:**

**Experience:**

Previous administration experience

**Skills:**

Good computer literacy skills, especially in Excel, Word and Outlook.

Good general IT skills

Good collaboration and communication skills

Good time management and organizational skills.

A meticulous approach

An ability to work alone or as part of a team

An ability to create accurate reports

**Knowledge:** Working knowledge of Assessment and Assessment practices within the BTP Recruit Training Programme.

**Desired Criteria:**

**Qualifications and Training:**

**Experience:** Previous experience of working in an L&D role within a police environment.

**Skills:**

**Knowledge:**

**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.*

*Continue on a separate sheet and attach if required*

**I. AUTHORISATION DETAILS:**

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorised By: \_\_\_\_\_