

JOB DESCRIPTION

APPENDIX C

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:	Specialist Operations Trainer	Current Grade:	B01
Department:	Force Resilience Team	Area:	E Division
Reports To:	Sgt Training, FRT	No of Posts:	2
Level of vetting:	MV	Post Number:	

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

The post holder will design, develop and deliver Counter Terrorism (CT) and major incident training to Officers and staff as part of the recruit training Programme for all new officers, PCSO's and Special Constables

The post holder will design, develop and deliver single agency (BTP) continual professional development (CPD) exercises to all ranks from PC to Superintendent.

The post holder will design, develop and deliver Single and multi-agency exercises for those having response and command roles (Operational, Tactical and Strategic) for the management of the multi-agency response to a CT or major incident.

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

REWARD

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

Design, develop and deliver student officer, PCSO and special Constable intake CT training for England and Wales-based officers / PCSOs to the standard required by Learning and Development.

Undertake delegate assessment as determined by the training course design.

Design, develop and deliver single and multi-agency CT and major Incident exercises to provide CPD for Operational, Tactical and Strategic Commanders, validate plans, policies, processes and procedures in relation to Countering Terrorism, the Joint Emergency Services Interoperability Principles (JESIP) and response to sudden onset or rising tide events.

Deliver CT learning packages to stakeholders, including externally-designed packages as appropriate. for example, ACT and SCaN products and Project Argus.

Maintain an administrative record of all training delivered, feedback, and issues raised to enable continual refinement of the products as required. This includes reviewing the products after global events which may generate new relevant learning opportunities.

Ensure that all training is compliant with the organisations learners safeguarding policy.

Other duties as determined appropriate by line management.

E. DECISION MAKING:

Make decisions

Audit own performance and quality against KPI's and policy requirements and take ownership to implement appropriate corrective action when required.

Assessing delegates through the course of delivering training using their CT knowledge and expertise and prepare written reports where appropriate and necessary.

Significant say in decisions

To identify opportunities for training improvements based on experiences during the delivery of training and exercising and conduct analysis to ensure their applicability. Raise to a line manager the recommendations that may result in a change to delivered products.

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

Internal

Work with Learning and Development and the following departments to ensure their subject matter expertise is replicated in learning materials: Counter Terrorism Intelligence (CTI), Armed Policing, Specialist Response Unit, Counter Terrorism Engagement Team, Dog Section, CPNI, OSCT, NaCTSO and others as required for the development of materials and learning.

External

Facilitated liaison through line manager with key organisations working across the Government's Counter Terrorism strategy and CT Policing including police forces, CPNI, NaCTSO and other blue light partners on a local, regional and national level.

Contact with transport organisations including arms-length bodies from the Department for Transport, Network Rail, Train Operating Companies, Rail Accident Investigation Branch, and the Office of Rail and Road.

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

Essential Criteria:

Qualifications and Training:

Minimum level 3 Award in Education and Training (AET) or equivalent nationally recognised training qualification.

Experience:

Experience of working in a fast-paced changing business environment or equivalent.

Experience of delivering training and exercises.

Skills:

Experienced in the use and application of Microsoft Office suite.

good oral skills with the ability to communicate effectively and confidently to large audiences.

Knowledge:

Knowledge of learning and development principles, including individual learning styles, delivery methods, and learning design processes.

Desired Criteria:

Qualifications and Training:

Level 4 Award in Education training or a willingness to work towards successfully completion.
Coaching and mentoring qualifications.

Experience:

Experience of working in a policing or other emergency service.
Experience of developing training packages.

Skills:

Good interpersonal and intrapersonal skills, including effective communication methods.
Ability to work to a deadline and to Key Performance Indicators.
Ability to work in a small team or alone to maximize the efficiency of delivery

Knowledge:

Good working knowledge of the Joint Emergency Services Interoperability Principles (JESIP).
Understanding of British Transport Police.
Understanding of the UK emergency service and Government response to Terrorism through the CONTEST strategy.

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 job may require travel away from the home station to deliver training packages and exercises. The job may require some overnight stays away from the home station to facilitate this.

I. AUTHORISATION DETAILS

Prepared By:	R Shields. Chief Inspector	Date:	16/09//2020
Area Commander /FHQ			
HoD:		Date:	
Evaluation Panel:		Date:	