

JOB DESCRIPTION

A. POST DETAILS:

Job Title:	Senior Leadership Trainer	Current Grade:	C001
Department:	People and Culture (L&D)	Area:	Learning and Development
Reports To:	Head of Leadership Academy	No of Posts:	1
Level of vetting:	MV	Post Number:	

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

Working closely with the Head of the Leadership Academy, the Senior Leadership Trainer will design, develop and deliver the Leadership and Management training for the BTP Police Staff, with the aim of ensuring that all programmes are aligned to the delivery of organisational strategic objectives as well as delivering transformational leadership skills and behaviours.

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

Financial – N/A

Staff Responsibilities – Direct or Non-Direct - N/A

Any Other Statistical Data – N/A

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

- Design, develop and deliver blended Leadership and Management training interventions for Police Staff of all levels across the organisation that support the BTP's strategic objectives and transformation goals.
- Work with the Head of Leadership Academy and the Organisation Development team to identify priority training needs for the organisation, and develop the solutions to meet the needs.

- Evaluate the success of the solutions, particularly around the changes and improvements of behaviours and culture.
- Provide tailored, individual coaching to senior Police Staff to assist in developing their skills to meet BTP's future needs.
- Horizons scan for future initiatives, trends and developments in the leadership and management fields.
- Build strong relationships across the organisation, particularly with key stakeholders and senior leadership teams.
- Build strong relationships with the railway industry, TfL and police partners (e.g. other Forces, College of Policing) to ensure the compatibility of BTP's leadership framework with comparable organisations.
- Design innovative and engaging methods to help embed a culture of learning and continuous improvement for Police Staff.
- Design and run train the trainer and other workshops for the leadership and management teams to promote and cultivate a climate of continuous improvement.
- Provide support and guidance on training related issues as required.
- Ownership of various ad hoc learning projects in line with the needs and priorities of the business.

E. DECISION MAKING

Make decisions

- Make decisions regarding the coordination of both internal and external training courses.
- To decide upon the provision and location of external training providers.

Significant say in decisions

- The management of and staff in all aspects of Police Staff Leadership, training and future development.
- Short term budget and staffing decisions.
- External training providers and consultants.
- Locations of training courses.

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

Internal

- Head of Leadership Academy
- Director of Capability of Resources
- Head of Learning & Development
- Organisation Development team.
- Divisional Commanders and Department Heads
- Senior Management Teams

External

- External training providers
- Academic partners

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

Essential Criteria:

Qualifications and Training:

- Graduate
- CMI Level 5 coaching certificate or equivalent
- Hold a recognised teaching qualification
- Trained leadership advisor for 360 feedback
- Qualified A1 assessor

Experience:

- Significant experience of managing and leading a team/function
- Demonstrable experience in Coaching and Mentoring
- Proven ability in developing and maintaining training programmes

- Experience of working in a Police environment in an area of leadership development
- Experience in managing processes and projects

Skills:

- Excellent communication skills
- Strong problem solving and negotiation skills
- Excellent interpersonal skills
- Ability to develop good working relationships with outside training providers
- Identify opportunities for improving efficiency and effectiveness of current practices
- Identifying and prioritising of workloads
- Planning and organisational skills
- Exceptional presentation skills - ability to deliver leadership development interventions at all levels across the organisation

Knowledge:

- Excellent working knowledge of leadership and development best practice, both in theory and in practice.
- Detailed understanding of continued professional development in role/rank pathways

Desired Criteria:

Qualifications and Training:

- Six Sigma to Green belt standard (Practitioner)
- Educated to Masters Degree

Experience:

- Wide range of knowledge in all matters associated with Leadership and the ongoing development of people.
- Detailed understanding of continued professional development in role/rank pathways
- Knowledge of training and delivery methods
- Experience in education and teaching
- Presenting information effectively to colleagues and senior officers

Skills:

Knowledge:

- Knowledge of Police Professional Framework, building competency frameworks
- Knowledge of training delivery methods and models

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 role is a regional role with accountability for more than one BTP Area. The role will therefore involve frequent travelling between Areas.