

## 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:	Personal Safety Trainer	Current Grade:	B001
Department:	Learning and Development	Area:	A Division
Reports To:	Personal Safety Training Manager	No of Posts:	4
Level of vetting:		Post Number:	

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

This role will primarily be responsible for the delivery of Personal Safety Training (PST) to Police Officers, Special Constables and Police Staff. Personal Safety Training consists of Unarmed Defence Tactic/Techniques, Personal Protective Equipment, First Aid and Fitness Testing. PST is a mandatory training requirement and the post holder will assist with the delivery of training to ensure that Force targets are met in line with College of policing guidelines.

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

#### Financial – Non-Direct

#### Staff Responsibilities – Non-Direct

- Offer guidance, support and training across the force to Police Officers, Special Constables and Police Staff on matters relating to Personal Safety Training.

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

- Conduct fitness assessments for all Police Officers, Special Constables and Police Staff requiring PST. Record and report fitness test results to line managers as required
- Maintain all training equipment at various training venues to ensure that it is safe for use and fit for purpose
- Deliver various PST programmes to ensure Officers and Staff have the necessary skills to carry out their role
- Provide support, advice and guidance to learners that are struggling to meet required standards. Where necessary issue developmental plans to learners and monitor individual progress.
- Produce detailed training reports to assist management with learner action plans and disciplinary processes
- Review and evaluate current training curriculum to identify areas for programme development.
- Ability to maintain accurate records of assessment in accordance with BTPs systems and policies
- Observe and assess training delivered by divisional instructors to ensure a consistent and standardised approach to training is met
- Conduct dynamic risk assessments of venues and training to ensure a safe working environment

**E. DECISION MAKING:**

**Make decisions**

- The post holder will be required to make individual assessment decisions on all aspects of Personal Safety Training
- The post holder will make decisions on candidate suitability to partake in training following fitness tests or injury declarations

**Significant say in decisions**

- The post holder will contribute to the decision-making process of training programmes.

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

**Internal**

The post holder will have frequent contact Recruits, Police officers and Operational Staff, departmental colleagues and managers, the Recruit Training Team, Quality assurance Department, Recruitment and the Professional Standards Department. This will be to ensure that training is delivered to the highest standard possible.

**External**

The post holder will have frequent contact with external venue staff, and equipment suppliers

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

**Essential Criteria:**

**Qualifications and Training:**

- Level 2 Gym Instructor Qualification in accordance with REPs industry standard
- Level 4 Adult in Education and Training qualification (or equivalent) or be prepared to work towards achieving this within the first year of employment.
- First Aid at Work
- 5 or more GCSE/Standard Grade/National 5 qualifications including Maths and English

**Experience:**

- Delivering personal safety training courses to student officers, special constables and police staff-
- Delivering a structured programme of physical activities to groups of varied levels of ability and have a proven ability to be able to adapt training to meet the needs of individuals.
- Working as part of a team
- Conducting risk assessments and accident reporting to ensure all staff are supported in accordance with appropriate policy and procedures
- Contribution to the designing and implementing of training programmes
- Ability to maintain accurate records of assessment and test/training progression, providing supportive plans to staff and line managers where required.
- To maintain personal fitness and skills levels in accordance with Personal Safety Training standards.

**Skills:**

- Excellent organisational skills and an ability to work unsupervised
- Excellent verbal and written communication skills
- IT literate with sound working knowledge in MS Office
- Presentation skills covering both theoretical and practical topics
- Instructional/coaching skills with a strong focus on progression and regression for individuals

**Knowledge:**

- Understanding of fitness assessment processes
- Understanding of barriers to learning

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**Desired Criteria:**

**Qualifications and Training:**

- Personal Safety Training
- Level 3 Personal Trainer Award in accordance with REPs industry standard
- Level 4 Adult in Education and Training qualification (or equivalent) Level 3 Award in Assessing or equivalent

**Experience:**

- Delivering Personal Safety Training/Control and Restraint
- Participating in martial arts/combat sports
- Delivering First Aid training
- Training course preparation (venue and resources) and delivery
- Experience of creating implementing lesson plans and schemes of work

**Skills:**

- Ability to interpret statistical data and present reports and evidence of assessment outcomes with a justification for decisions made.
- To adapt workload to meet changes in priorities
- To continue professional development and maintain skills in line with the College of Policing.

**Knowledge:**

- Of working within a policing environment and understanding of the National Decision Model
- Working knowledge of the Experiential Learning Cycle

**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 postholder may be required to travel within the UK to assess trainers or assist with local training
- Occasional weekend work may be required to meet the demand for training
- Successful candidates will be subject to a security vetting process.

**I. AUTHORISATION DETAILS**

Prepared By: Dean Cox

Date: 04.02.20

Area Commander /FHQ

HoD:

Date:

Evaluation Panel:

Date:

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