

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:	Digital Learning Designer and Facilitator	Current Grade:	B001
Department:	Digital Training Team	Area:	L&D/LU
Reports To:	Digital Training Manager	No of Posts:	2
Level of vetting			

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

The purpose of the role is to design and develop digital learning solutions, including but not limited to hydra courses, e-learning, training videos and other digital delivery.

To support the delivery and facilitation of hydra training in line with area and force-wide objectives.

To work as part of a team supporting the development of digital training and promote the use of Hydra in line with Dr Jonathan Crego's ethos and force-wide objectives.

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*

To design and deliver Hydra Immersive learning courses and other digital learning solutions in order to improve the cost effectiveness and quality of staff training throughout the force and to meet external and internal requirements as directed by the Digital Training Manager

To operate and manage the Hydra Suite systems and digital learning software and equipment, ensuring any issues are directed to the Digital Training Manager

Establish effective networks with key internal and external partners to implement a collaborative approach to learning and development, as well as the overall running of the Hydra Suite.

To recognise, supervise and challenge inappropriate behavior displayed in the training environment in a professional manner to ensure that force standards of behavior are maintained.

To deliver/facilitate hydra training aligned to BTP standards

To design and develop e-learning and other digital solutions in line with force objectives

E. DECISION MAKING:

Make decisions

Significant say in decisions

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

Internal

Regional Training Delivery Managers

Crime Training Manager

Leadership and Talent Development Manager

Area Planners/DMS Team

Digital Training Manager

Heads of Departments

External

Other force Hydra and Digital Teams

Railway Industry Partners

NPIA

Dr Jonathan Crego or his nominated deputy.

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

Essential Criteria:

Qualifications and Training:

PTTLS or Nationally recognized Training qualification

Mandatory training in date (police officers only)

Digital Learning design qualification or experience

Experience:

Design and delivery of training courses

Design and development of e-learning

Skills:

Ability to communicate effectively

Work well within a team

Good facilitation skills

Good presentation skills

Knowledge:

Fully competent in using and operating IT programmes such as microsoft office word, excel, outlook and access.

Fully competent in using design and/or editing software such as Captivate, Storyline, Nimble, Premier or similar

Desired Criteria:

Qualifications and Training:

Attended and passed Hydra Facilitator Course

Experience:

Previous experience within BTP or the Railway industry.

Previous experience working in an operational role or L&D role within a police environment.

Previous experience in a hydra training role

Previous experience working in a digital training team

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.*

Occasional travel within the UK to visit other BTP Hydra suites/remote rooms, external Hydra Suites/Digital Teams, maintain professional links and attend CPD.

To be flexible around the need for occasional weekend and evening working.

Maintaining personal operational skills and qualifications by participating in policing operations as and when directed to do so.

On occasions may be required to assist in the facilitation of other training courses.

I. **AUTHORISATION DETAILS**

Prepared By: Katy Livesey

Date: 19/2/2018

Area Commander
/FHQ HoD:

Date: