

## 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:	L&D Administrator	Current Grade:	A004
Department:	Learning & Development	Area:	FHQ
Reports To:	L&D Business Centre Team Leader	No of Posts:	5 + 1 (part time)
Level of vetting:	BV	Post Number:	2679

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

The post exists to provide administration support for training events as part of the central L&D administration function within the Learning & Development Business Centre

### 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*

Administer all training course bookings, including all necessary arrangements related to delegates, resources and facilities.

Prepare course materials required for the delivery of training

Act as lead administrator for one specific faculty. (e.g. Personal Safety Training)

Provide first line support for all internal training queries received at the Business Centre via email or telephone

Provide reception coverage on the front desk at the Force Training Centre, Holloway Road, as and when required.

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**E. DECISION MAKING:**

**Make decisions**

The post holder will work under the supervision of the Business Centre Team Leader with limited scope to prioritise their own workload

**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 Officers and staff across BTP, via email and phone, for the purpose of dealing with training course bookings and queries

**External**

The role will involve contact with external training facilities and trainers for the purpose of organising training courses

**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 communication skills

Good team working skills

Ability to use Microsoft Office products – Word, Excel and PowerPoint

**Knowledge:**

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**Desired Criteria:**

**Qualifications and Training:**

**Experience:**

Experience of working in a Call Centre as a Call Handler/Advisor/Administrator  
Experience of working in an operational or 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.*

**I. AUTHORISATION DETAILS**

Prepared By:	Date: Pre-EPS
Area Commander /FHQ	
HoD:	Date:
Evaluation Panel:	Date:

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