



West Mercia POLICE

JOB PROFILE

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| POST TITLE: | Information Management Trainer |
| GRADE: | F |
| DEPARTMENT: | Business Services – People and Organisational Development |
| RESPONSIBLE TO: | Team Leader – ICT Training |
| LOCATION: | Hindlip, Wellington |
| JOB PURPOSE: | To research, design, deliver and evaluate training programmes (Information Management). To assess achievement of trainees and provide professional feedback and/or developmental plans as appropriate. |

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| MAIN RESPONSIBILITIES: |
| 1. To research, prepare and plan training material according to any stated objectives and in accordance with organisational requirements. |
| 2. To support the learning of others using the most effective medium. |
| 3. To prepare reports, tests and assessments on delegates/students as required. |
| 4. To validate and update training material as appropriate. |
| 5. To identify and apply appropriate evaluation processes, incorporating feedback into training design. |
| 6. To maintain knowledge/accreditation and skills with regard to national, regional and local developments in computer and communication systems |
| 7. To undertake other duties commensurate with the nature, level of responsibility and grading of this post, as required. |

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| Special Conditions: | <ul style="list-style-type: none">•Travel throughout the West Mercia Policing Area.•Working some weekends and evenings.•Exposure to disturbing/unpleasant images or tasks such as, courses may contain information on criminal activity which may be sensitive and or offensive. |
| Security level: | RV |

BEHAVIOURS: PRACTITIONER

All post holders are expected to know, understand and act within the ethics and values of the Police Service. These nationally recognised behaviours and values are set out in the Competency and Values Framework (CVF).

The CVF has six competencies that are clustered into three groups:

- **Resolute, compassionate and committed**
- **Inclusive, enabling and visionary leadership**
- **Intelligent, creative and informed policing**

Under each competency there are three levels that show what the behaviours will look like in practice.

This role requires the post holder to be operating at or working towards **Level 1** of the CVF.

PERSON SPECIFICATION:

Knowledge:

- Training & development lead body level 3 qualification, or equivalent (e.g, CTLLS).

Experience:

- Substantial recent experience in an information technology role; experience of analysing learning needs, designing and delivering learning & development solutions and carrying out formal assessment against recognised standards.

Key Skills:

- Competent in the use of IT, including Microsoft Word & PowerPoint, Excel and databases; excellent communication skills.