

Eastern Region Special Operations Unit



ROLE PROFILE

Role Title:	Training and Development Coordinator - Borders
Department/Unit:	Training and Development, ERSOU CTP
Rank/Grade:	PO1
Reporting to:	Support Services Manager
Main purpose of the role:	To assist with the development and delivery of national, regional and local training for the purposes of national counter terrorism and ERSOU CTP training requirements. To contribute to achieving the mission, vision and values of ERSOU.

Key Responsibilities

- Carrying out training needs analyses to identify and prioritise training requirements in conjunction with senior management from relevant work areas.
- Defining the skill sets needed to perform different roles across ERSOU Counter Terrorism Policing. Ensure that a skills database is maintained to support mobilisation so that mandatory skills / knowledge remain current.
- To prepare and plan for the delivery of national, regional and local training courses, ensuring that materials and inputs are current, meaningful and delivered in accordance diversity, equality and health & safety policies.
- Designing national, regional and local training programmes appropriate to the skills and knowledge needed.
- Design course materials and other documents such as handouts, manuals and exercises.
- Preparing the learning environment and resources, including setting up of facilitators, equipment and accommodation.
- Monitor the progress of course attendees, ensuring a high quality of delivery and best practice through the evaluation of training and learning outcomes. Submit quarterly returns to national ODU and as directed.
- Attends meetings, training courses and seminars to develop and maintain knowledge and skills. Develops peer networks to keep abreast of current thinking and supporting the development of the national training programme.
- Supports organisation learning and improvement by facilitating exercise debriefs and table-top exercises to the national required standard.
- Undertakes other reasonable duties as may be required from time to time.

Financial e.g. Limits/Mandates	Non-Financial e.g. Staff Responsibility
• None	• None

Psychological Assessment	Not applicable
Return on Investment	Not applicable

Entry Requirements

Essential Requirements

- Extensive experience of working in a National Security / Counter Terrorism context
- Experience of working in multi-agency partnerships
- Skilled and experienced in facilitating or delivering training
- Competent in the use of a range of ICT products, including Microsoft Office

Desirable Requirements

- Qualified trainer to a minimum level of QCF Level 4 (or equivalent)
- In depth experience of counter terrorism specific legislation

PO1 - ERSOU Training and Development Coordinator - Borders

Level 2

Created January 2020

ERSPO1.06

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- Experience of conducting learning needs analysis
- Knowledge and practical experience of covert policing methodology
- Qualified structured operational de-briefer
- Experience of working in a law enforcement capacity at a port or airport

Any other General Requirements/Scope

- This role requires the post holder to have a full valid UK driving licence.
- If using a private vehicle then business insurance needs to be organised by the individual.
- This post is deemed to be a designated post. Minimum level of vetting required is SC Enhanced and MV. Vetting clearance is a pre-requisite of employment in designated posts and the post holder will be subject to management vetting assessment every 7 years. National security vetting clearances are reviewed every 10 years.
- The post holder will be expected to undertake training as and when required.
- The post holder will be expected to comply with health and safety requirements.

Obligatory Requirements

- Before commencement of this appointment, this role may be subject to a medical assessment. For some roles health screening or surveillance may be required on a regular basis, as identified by line manager risk assessments.
- There is a requirement for the role holder to meet the probationary objectives set.
- The post holder will be expected to undertake CPD as part of an annual appraisal process



ROLE PROFILE

Personal Qualities(Behavioural Competencies)

We are emotionally aware

I consider the perspectives of people from a wide range of backgrounds before taking action. I adapt my style and approach according to the needs of the people I am working with, using my own behaviour to achieve the best outcome. I promote a culture that values diversity and encourages challenge. I encourage reflective practice among others and take the time to support others to understand reactions and behaviours. I take responsibility for helping to ensure the emotional wellbeing of those in my teams. I take the responsibility to deal with any inappropriate behaviours.

We take ownership

I proactively create a culture of ownership within my areas of work and support others to display personal responsibility. I take responsibility for making improvements to policies, processes and procedures, actively encouraging others to contribute their ideas. I am accountable for the decisions my team make and the activities within our teams. I take personal responsibility for seeing events through to a satisfactory conclusion and for correcting any problems both promptly and openly. I actively encourage and support learning within my teams and colleagues.

We are collaborative

I manage relationships and partnerships for the long term, sharing information and building trust to find the best solutions. I help create joined-up solutions across organisational and geographical boundaries, partner organisations and those the police serve. I understand the local partnership context, helping me to use a range of tailored steps to build support. I work with our partners to decide who is best placed to take the lead on initiatives. I try to anticipate our partners' needs and take action to address these. I do not make assumptions. I check that our partners are getting what they need from the police service. I build commitment from others (including the public) to work together to deliver agreed outcomes.

We deliver, support and inspire

I give clear directions and have explicit expectations, helping others to understand how their work operates in the wider context. I identify barriers that inhibit performance in my teams and take steps to resolve these thereby enabling others to perform. I lead the public and/or my colleagues, where appropriate, during incidents or through the provision of advice and support. I ensure the efficient use of resources to create the most value and to deliver the right impact within my areas. I keep track of changes in the external environment, anticipating both the short- and long-term implications for the police service. I motivate and inspire others to achieve their best.

We analyse critically

I ensure that the best available evidence from a wide range of sources is taken into account when making decisions. I think about different perspectives and motivations when reviewing information and how this may influence key points. I ask incisive questions to test out facts and assumptions, questioning and challenging the information provided when necessary. I understand when to balance decisive action with due consideration. I recognise patterns, themes and connections between several and diverse sources of information and best available evidence. I identify when I need to take action on the basis of limited information and think about how to mitigate the risks in so doing. I challenge others to ensure that decisions are made in alignment with our mission, values and the Code of Ethics.

We are innovative and open-minded

I explore a number of different sources of information and use a variety of tools when faced with a problem and look for good practice that is not always from policing. I am able to spot opportunities or threats which may influence how I go about my job in the future by using knowledge of trends, new thinking about policing and changing demographics in the population. I am flexible in my approach, changing my plans to make sure that I have the best impact. I encourage others to be creative and take appropriate risks. I share my explorations and understanding of the wider internal and external environment.