NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Police Service of Northern Ireland

Name of Host

Organisation

**1. Interchange Manager’s details**

Michael Wilkinson

Name

Organisation/

Police Service of Northern Ireland

Department

PSNI Lisnasharragh

42 Montgomery Road

Belfast

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Address

n/a

c/o HR Secondment Unit – Ext 10458

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Number

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Secondment - Two Years

**3 x Police College Training Managers**

Type of Opportunity

**2. Details of hosting opportunity**

Description of opportunity

The role of the Training Manager is to be involved in the management and operation of a defined training area. The role involves the quality assurance of the design, delivery and continual review of training and development in line with recognised standards and legislation. Training delivered will incorporate a range of blended learning including classroom teaching, practical exercises, e-learning and assessment.

The role will also have responsibility for the daily supervision and line management of a multidisciplinary team of trainers, training support staff, including contracted staff, and training resources.

We currently have 3 x positions:

* Training Manager – Learning Support, Learning Technologies
* Training Manager – Foundation Training (x2)

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**Main objectives of the opportunity**

Management of budget, resources and co-ordination of training demand and delivery to ensure maximum effectiveness and value for money is achieved. Engagement with stakeholders to conduct learning needs analysis, course design and CPD requirements.

Monitor and maintain quality assurance processes to ensure effective training delivery and identify improvements (including contributing to the development of the departmental QA Manual and conducting reviews with the Performance Audit and Assessment Unit (PAA).

Effective oversight and appropriate levels of line management of staff in relation to well-being, recognition and reward, annual leave, performance management, attendance management, discipline, allocation of duties.

Conduct trainer assessments and provide developmental feedback (including feedback from PAA evaluations). Providing advice and direction as required to ensure business outcomes are achieved.

Deliver training including facilitating, engaging, supporting and assessing

learners in the learning and development process.

Reflect on, develop and maintain own skills and practice in management and learning and development.

**Contacts and Communication**

The role holder will have contact with officers at most ranks and grades for the purpose of providing advice and guidance on Training related matters and on occasion for ceremonial matters.

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| The role-holder has contacts with junior/middle management on a range of issues for example the Police Ombudsman’s Office regarding training enquiries related to their investigations, such as when a course was developed or changed, training received by a particular officer or a query specifically about course content.  Contact is also made with Central Procurement Unit when developing tender specifications.  The role-holder on occasion works collaboratively with external partners on the design and delivery of course content – for example, College of Policing or local Health Trust.  **Problem Solving**  The role-holder faces a range of problems, typically:  Dealing with training demands outside the business plan; this diverts the role-holder to assess the resources needed, cost up, anticipate impact on the business plan, propose options and submit recommendations to the Demand and Delivery Group    Issues relating to resources such as the diversion of trainers to other training units, faced with such an issue the role-holder is required to evaluate existing priorities and devise solutions to deal with the subsequent gaps (e.g. rearrange planned courses through negotiation and persuasion)  Problems with learner progress, especially courses with external accreditation, which often require resolution discussions with external provider (external verifiers e.g. University of Ulster tutors for Foundation programme).  Increasingly, manager time is taken up by juggling administrative tasks with managerial responsibilities, as no dedicated administrative staff are available due to cut backs. Similar issues arise when requesting services from other departments e.g. ICS technicians  Training managers (when delivering training) face the same problems as trainers, accommodation, training material, equipment availability and functionality, learner participation and assessment issues  **Decision Making**  The role-holder can decide on the allocation of work to individual trainers in the team (including the re-allocation and re-deployment between courses and other work activities).  The role-holder can decide on overall curriculum content for a particular course.  The role-holder can decide on the validation material provided to the university.    The role-holder can decide when and how to review course content.  The role-holder can decide whether or not to implement course design recommendations made by trainers.  **Autonomy**  The role-holder operates within the framework provided by the Police College Training and Development Strategy and Business Plan. The role-holder has access to guidance from the College of Policing, Police College Management, trainer colleagues and stakeholders.  The role-holder is expected to operate independently using their own initiative and is not subject to the day-to-day management scrutiny. However, the role holder is subject to periodic review through the performance management process (IPR).  **Leadership and Teamworking**  The role-holder is the lead manager for an area of business and is responsible for developing professional and collaborative working relationships between all staff members within the team, college and the wider service.  The role-holder is responsible for the conduct, performance and welfare of the team they lead.  The role-holder is responsible for the coaching, mentoring and development of the team they lead.  The role-holder is expected to embrace the ethos of the college and be a leadership role model to students and colleagues alike. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Qualifications**

Level 5 Advanced Diploma in Education and Training or equivalent training qualification.

**Experience**

The role holder role-holder would be expected to have a minimum of 1-2 years’ experience in adult learning or training delivery

**Knowledge**

The type of knowledge and experience required for the role includes:

* Design, delivery and review of training area business plan including accurate assessment of training demand
* Preparation and management of area budget
* Skilled in collaborative working and promoting positive working environments
* Ability to produce clear, concise and structured reports
* Demonstrate effective planning, organisational and time management skills
* Ability to effectively manage and prioritise workload
* Ability to coach, manage and develop staff
* Effective communication and interpersonal skills – verbal and written
* Ability to solve problems and make effective decisions
* Demonstrate resilience and adaptability in a rapidly changing environment
* Knowledge of organisational policies and procedures eg Knowledge of Health and Safety regulations
* Demonstrate PWC behaviours of courtesy, fairness and respect
* Demonstrate professionalism and ability to address conduct and performance matters

Sound working knowledge of IT applications such as Microsoft Office

**4. Personnel: Please state below**

Who will the individual report to?

The Senior Manager for their training area.

Who will be the individual’s line manager and/or reporting officer?

This will be the Senior Manager for their training area and will vary depending on their role.

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

**Benefits to the Individual**

The Training Manager role is designed to support the delivery of efficient, professional and effective training delivery. The individual will experience working in a multidisciplinary team in a large organisation with specific and unique demands. This opportunity will give the post-holder the chance to gain invaluable experience to meet the demands of the Training environment within the Police Service of Northern Ireland therefore supporting front line policing and keep people safe.

**Benefits to the Home Organisation**

This opportunity will enrich the post-holder’s experience and develop their abilities in particular around working in the Police Service of Northern Ireland and the unique demands which in turn will benefit the Home Organisation. This opportunity will give the post-holder the chance to gain invaluable experience in meeting the demands of Police Training within the Police Service of Northern Ireland therefore supporting front line policing and keep people safe.

**Benefits to Police Service of Northern Ireland (Host Organisation)**

The benefit to the Host Organisation will be attracting an individual with specific skills set. This will also assist in the ability to meet the demands on the HR Department to support front line policing and keep people safe.

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** As soon as a suitable candidate has been identified and security cleared to CTC level.

**Duration:** 2 years

**Location:** Police College Garnerville (with travel to other sites as required)

**Resources:** Full office environment – desk, PC, access to printing, photocopying and scanning facilities. There is also access to a gym and an all-weather jogging / walking trail.

**Funding:** The salary will be £30,149 to 31,760 per annum. PSNI will pay the total salary costs and associated expenses to the home department/organisation on a full cost recovery basis. The post-holder will receive reimbursement for approved travel and expenses in line with PSNI arrangements.

**Selection:** A papersift will be used to determine the most suitable applicant(s) for the post. If necessary, an informal discussion will be held with members of the Police College Senior Management team and another member of the training teams to discuss the skills, knowledge and experience the applicant(s) would bring to the post. It is important that all candidates indicate how, and to what extent, they meet the essential experience, skills and qualities listed above.

**Contact:** If you require any further information about the post, please contact College Secretariat, in Police College on 101 Ext **69111** or by email to [PSNICollegeSecretariat@psni.pnn.police.uk](mailto:PSNICollegeSecretariat@psni.pnn.police.uk) including Training Manager Secondment Opportunity’ in the title.

**7. Endorsement**

**Interchange Manager**

Michael Wilkinson

Signed

Date

26th November 2018