

Associate Specialist Economic Crime Trainers – Job Description

PURPOSE OF THE POST

Responsible to the Training Delivery Manager for the day to day delivery of economic crime training programmes, supervising learners and, where appropriate, associate trainers to ensure that learning objectives are met to course specifications and agreed quality standards. Work when required with other City of London Police departments to provide subject matter expertise in the formulation of evidence-based policing standards and the design and development of learning products

MAIN DUTIES AND RESPONSIBILITIES:

1. Deliver training programmes to agreed content and assessment specifications, developing and adapting, where appropriate, teaching techniques, lesson plans, scenarios and training materials to meet individual learners abilities, levels of understanding and learning styles, to ensure that all learners receive a consistent, high quality training intervention which addresses their learning and development needs
2. Continually research and refresh own subject matter expertise and help identify innovative solutions and draft guidance and associated curriculum specifications and learning interventions to support the promotion and embedding of consistent approaches to professional practice.
3. Under the direction of the Skills and Learning Support Manager take ownership of specific training modules, courses or work-streams, reviewing and revising lesson plans and training materials to address changes to the curriculum, professional practice, guidance, standards and/or feedback from quality assurance data trends and update version control log to ensure that learning programmes are always accurate, up-to-date and that definitive records of revisions are maintained
4. Liaise with Business Administration team and other support teams to confirm course arrangements, learners' information and, where appropriate, resource course materials and Associate Trainers, to ensure that training programmes are delivered in accordance with the agreed training delivery plan.
5. Undertake and compile accurate records of formative assessments as appropriate to each learning intervention, monitoring learner learning to provide ongoing feedback, identify strengths and target areas for further work and to inform and improve the quality and delivery of the Trainer's teaching skills.
6. Undertake and compile accurate records of summative assessments as appropriate to each learning intervention, including setting, reviewing and marking exams, papers and projects, to evaluate and enable accreditation of learner learning on an individual and group basis against standards of professional practice, national policing curriculum specifications and other benchmarks.

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7. Advise and guide learners and associate trainers attending learning events, including internationally where appropriate, addressing shortfalls in personal conduct when necessary, to ensure their compliance with the Code of Ethics and local standing instructions and that their welfare needs are catered for.
8. If appropriate to role, tutor, monitor and assess learners on extended specialist learning programmes through the evaluation of Personal Development Portfolios (PDP) and evidence of Continuous Professional Development (CPD) and workplace assessments.

Essential Criteria – Training and Qualifications

- Qualified Trainer to meet the Police Sector Standard for the Training of Trainers: Level 4 Certificate in Education and Training, Certificate in Teaching in the Lifelong Learning Sector (CTLTS Level 4) or NVQ Level 4 Diploma in Learning and Development or equivalent.

Essential Criteria - Experience

- Up to date proven competence, experience and/or knowledge to the level required within the subject matter specialism that forms the basis of training delivered. Specific requirements vary between posts.
- Demonstrable experience of working collaboratively with internal and external stakeholders, establishing and maintaining positive working relationships and removing unnecessary barriers to services delivery.

Essential Criteria – Skills and Knowledge

- Sound understanding of equality, diversity and human rights within a police training context
- Excellent verbal and written communication skills with the ability to explain complex and specialist concepts on an individual and group basis to account for learners' preferred learning styles
- Exhibit personal qualities and behaviours which are a role model for others – being open to receive challenge and feedback; value diversity and difference; and to work as part of a team to get the job done
- Proficiency in MS Office applications and a good level of IT literacy
- Ability to work on own initiative and as part of a team
- Ability to work under pressure and prioritise work to ensure deadlines are met

Desirable Criteria

- Experienced and current Assessor competent to the Police Sector Standard for the Training of Assessors Evidence of commitment to continuing professional development

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