

## Force Specialist Trainer

---

**Department:** Justice and Home Affairs

**Division:** States of Jersey Police

**Reports to:** Training and Development Supervisor, Organisation and Learning

**JE Reference:** JHA062

**Grade:** 9

**JE Date:** 12/03/21

### Job purpose

To provide and promote health and fitness programmes and other aspects of physical education, together with an advisory service for all police officers, some civilian staff and outside agencies. To conduct and evaluate training programmes in respect of officer safety, open water safety and first aid instruction to States of Jersey Police Officers.

### Job specific outcomes

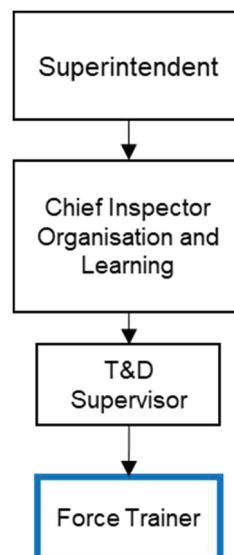
1. To evaluate the standard of physical fitness of potential recruits, in accordance with States of Jersey Police (SOJP) Policy and Policing guidelines.
2. To organise and provide informed and practical tuition to all police officers and some civilian staff, on all aspects of physical education, ensuring that minimum standards are maintained through regular monitoring and testing.
3. To plan and initiate training courses and lesson plans for SOJP staff, including open water safety courses for new recruits, ensuring all courses comply with best practice and national guidelines.
4. To provide and maintain a First Aid programme and arrange examinations, to ensure SOJP staff maintain relevant qualifications.
5. To prepare reports and statistics in respect of officer safety programmes and officer fitness levels, whilst monitoring and reporting on course attendance for SOJP staff.
6. To establish specialist training and/or training gaps relevant to SOJP training programmes. This may also be relevant to physical fitness programmes, first aid, safety and/or training equipment.
7. To be responsible for ordering and maintenance of any equipment used in the delivery of specialist training programmes.
8. To assist other agencies e.g. Honorary Police with specialist training, where required.

9. Proactively review and continuously improve systems, processes and procedures, ensuring that they are efficient and effective, making recommendations to improve efficiency, working collaboratively with other SOJP Shared Services and the wider OneGov community.
10. Cover any other ad hoc duties at the request of SOJP in pursuance of learning and development service requirements in a timely, efficient and effective manner.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

### Organisation chart



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	GCSE grades including English and Maths Grade C and above.  A qualification in teaching such as PTTILS Level 3 and / or fitness training.  First aid and Health and Safety qualifications.  Willing to work towards home office/college of policing teaching qualification	Lifesaving awards such as The R.L.S.S Open Water Safety Instructor.

	Hold, or be willing to work towards First Aid & AED Instructors qualification, manual handling instructor's qualification, SPEAR instructors qualification.	
<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Must have excellent interpersonal and communication skills, together with knowledge and experience in a teaching or training environment.</p> <p>Knowledge and understanding of Health and Safety and First Aid requirements.</p> <p>The ability to understand and interpret laws relating to Police Powers and the use of force.</p> <p>Working knowledge of relevant systems (e.g. Microsoft), equipment, processes and procedures including standard software packages, with limited use of non-standard software.</p>	<p>Knowledge of Statute law such as the Police Procedures and Criminal Evidence (Jersey) Law 2003 and Common Law, regarding the use of force and where it can be applied.</p> <p>ECHR law such as Proportionality, Legality, Accountability and Necessity in the use of Force. The duty of care and the right to life etc.</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>A high level of personal fitness and self-motivation.</p> <p>Ability to use and adapt to various computer systems to enter data and retrieve data.</p> <p>Proficient in using computer applications e.g. Microsoft Office.</p> <p>A sufficient standard of administration is essential.</p> <p>Must have an up to date driving license (including group D1).</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>High level of organisational skills.</p> <p>Sufficient level of personal fitness.</p> <p>Competent numeracy and literacy skills.</p> <p>Competent oral and written communication skills.</p>	

<p><b>Experience</b> <i>This is the proven record of experience and achievement in a field, profession or specialism.</i> <i>This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Excellent interpersonal and communication skills, with experience in teaching or training.</p> <p>Experience and understanding of First Aid and Health and Safety requirement.</p> <p>Reliability, discretion and trustworthiness are required, as the post-holder will have constant access to classified material and personal records.</p>	
<p><b>Criteria relating to Safeguarding</b> <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Possible exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.</p> <p>Requirement for high levels of integrity, tact, resilience and discretion, which are essential when dealing with sensitive intelligence and other information.</p>	

### Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey Tier 5 core accountabilities attributes and behaviour indicators.

### Organisational structure

