

Force Development Manager

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: Head of Corporate Development

JE Ref: JHA1124.2

Grade: CS13

JE Date: 20/07/2023

Job purpose

The Force Learning and Development Manager is a senior role responsible for establishing and delivering learning & development capability, support, and advice across the States of Jersey Police (SoJP) and partners. Leading the SoJP Learning and Development team, the manager will ensure the Force is appropriately skilled and meeting statutory and mandatory requirements, mitigating risk.

This will include setting the strategic direction and managing the development programme of training for all staff including probationers, ensuring they are suitably qualified and experienced to perform their duties, protecting the Island and community.

They will drive performance and productivity of the SoJP by proactively seeking best practice and improved ways of working from other jurisdictions, to implement locally in collaboration with the Senior Leadership Team (SLT).

The Manager will assess and ensure that our staff are equipped with the suitable skills for their roles and future development, to improve retention and the ability to deliver appropriate succession planning, in accordance with the Policing Plan and allocated budget. Where gaps in capability are identified appropriate training initiatives and solutions will be developed, sourced and delivered by the team.

Job specific outcomes

1. Support the delivery of training across the force, inclusive of student officers, considering collaborative opportunities with Justice & Home Affairs. Using the appropriate methodology and materials to support the development of officers and support staff, including collaboration with any central Training & Development functions where relevant to ensure best practice.
2. Identify capability requirements and champion staff development, talent and career management, encouraging learning and development. Work collaboratively with the College of Policing, Justice & Home Affairs, government, and external stakeholders to identify areas for improvement with potential for joint working, delivering change and future development.
3. Develop a local new recruit training provision, delivering a comprehensive programme of learning in-line with national policing standards which will ensure new recruits achieve independent patrol status at the earliest and appropriate point.

4. Develop a comprehensive training strategy across SoJP incorporating new recruits, onboarding of transferees, lateral, specialised and leadership development, seeking to equip all officers and staff with the necessary skills to perform their respective roles effectively. To include the consideration of a programme of secondments to other jurisdictions ensuring exposure to learning opportunities.
5. Act as the SoJP ambassador for training and development activities with central Government supporting organisational development across the force, identifying new legislative and policy requirements impacting SoJP. Identify revenue generation opportunities for inhouse courses that could be required by other organisations.
6. Develop and maintain a skills database, undertaking a needs analysis of any existing training and development within SoJP, to enhance and support the implementation of an improved training offer to all staff, improving staff retention. Planning and carrying out regular reviews to identify opportunities for improvement considering changing needs, feedback and/or current best practice.
7. Evaluate, collate, cleanse, and analyse data, making recommendations to support the decision-making process on future training and development activity for SoJP officers and staff.
8. Manage, monitor and report on training budgets and resources for the senior leadership team within SoJP, ensuring the delivery of value for money learning, training, and development opportunities to fit departmental wide priorities. Develop training forecasts and prioritisation methods, adequately planning resources and identifying potential challenges.
9. Plan, outline and deliver recruitment programmes for front line officers, including methods of evaluation. Respond to internal queries regarding training and development plans and external queries from the public regarding routes into working for SoJP.
10. Provide operational leadership for the Learning and Development team providing professional and expert guidance. Undertake duties of a line manager including carrying out appraisals, dealing with disciplinary matters, recruitment and selection decisions.
11. Provide specific and specialist training where required to officers and staff, designing and delivering courses, workshops and other training offerings (including e-learning)
12. Provide subject matter expertise for the Professional Standards Department for matters arising from police complaints.
13. Cover any other ad hoc duties at the request of SoJP in pursuance of managing organisation and learning services requirements in a timely, efficient, and effective manner.

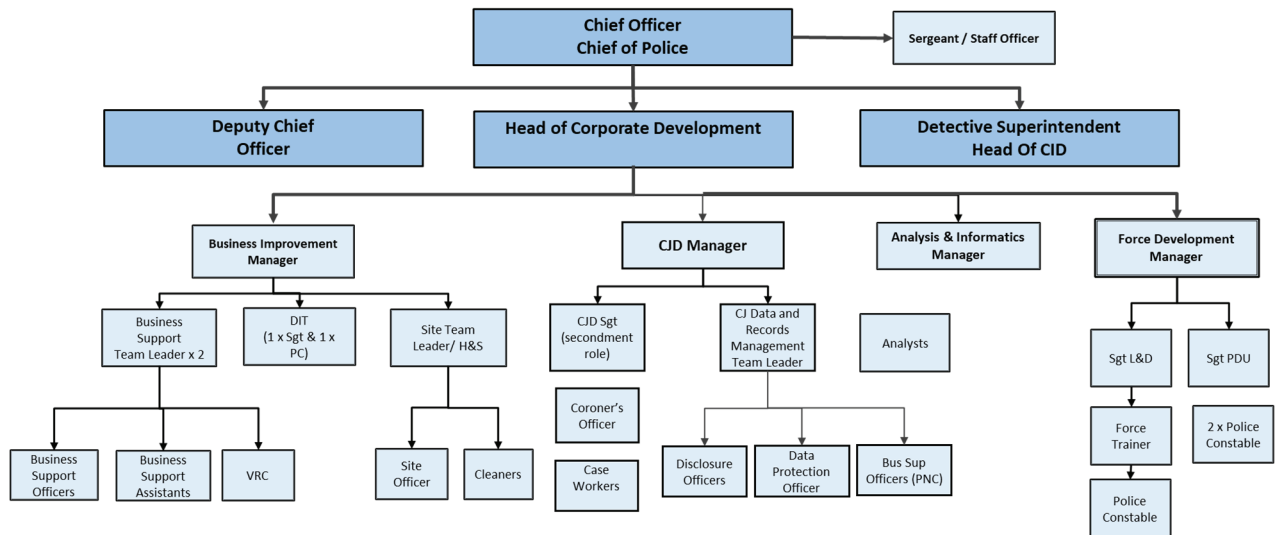
Statutory responsibilities

Compliance with statutory requirements as a specialist trainer.

Ensuring training provisions comply with legal responsibilities such as Police Procedures and Criminal Evidence (Jersey) Law 2003, Road Traffic (Jersey) Law 1956 and the Data Protection (Jersey) Law 2018.

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

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i>	Degree or equivalent Management related qualification to a level 5 standard. AET Level 3 or equivalent Training qualification.	Working towards an assessor qualification. Specialist Police Training qualifications and experience.

<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Good working knowledge of training and development within a professional environment and understanding of current and emerging issues in T&D.</p> <p>Ability to become authoritative on training and development methods and systems used.</p> <p>Demonstrate knowledge of working in training and development or workforce development.</p> <p>Legal and professional knowledge of policing for the provision of training.</p> <p>Knowledge of Police Recruitment practices and procedures.</p>	<p>Knowledge of Government of Jersey and the emergency services, (Ambulance, Fire, Customs and Prisons);</p> <p>Understand the importance of training and development to the SoJP.</p>
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Be able to work across various learning management systems such as NCALT, connect, college of policing and others (LMS).</p> <p>Excellent project coordination and delivery experience</p> <p>Influencing and negotiation skills to overcome areas of resistance</p>	<p>Experience of planning and developing learning products and services with users</p> <p>Joint Emergency Services Interoperability training and awareness.</p>

<p>General Skills/Attributes <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>Ability to communicate / present complex information concisely and to a non-technical audience.</p> <p>Demonstrate business maturity and integrity, especially when dealing with highly confidential information.</p> <p>Strong analytical and problem-solving ability.</p> <p>Able to produce reports and business cases underpinned by good written communication skills.</p> <p>Inspire others, is visible, adaptive, authentic and engenders trust.</p> <p>Experience of personally delivering training material and facilitating workshops.</p> <p>Managing and developing a team of professionals including police sergeants and officers.</p>	
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<p>Experience <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>Involvement, leading to understanding of quality and continuous improvement practices in learning delivery.</p> <p>Successful experience working with a diverse customer base, supporting solutions to meet changing customer needs.</p> <p>Experience of commissioning learning resources, training and development programmes and resources.</p> <p>Comfortable balancing multiple, competing priorities and changes in scope/direction.</p> <p>Experience in managing and maintaining a department budget. Commercially astute in identifying areas for revenue generation.</p>	<p>Involvement in e-learning as provider, deliverer, or learner.</p>
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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 4 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the Government of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.