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| **Police Staff****Training Delivery Planner****People Services****Role Definition:WP120 / 20518** |

 **ROLE DEFINITION**

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| Dept / Area Command: | People Services  | http://domcms/icons/ecblank.gif | Section: | People Development  |
| Post Title: | Training Delivery Planner  | http://domcms/icons/ecblank.gif | Post Reference: | WP120 / 20518  |
| Post Grade: | Grade G   | http://domcms/icons/ecblank.gif | Location: | Ponteland / Forth Banks  |
| Car User Status: |   | http://domcms/icons/ecblank.gif | Telephone Allowance: |   |
| Shift Allowance: |   | http://domcms/icons/ecblank.gif | Standby Allowance: |   |
| Weekend Enhancement: |   | http://domcms/icons/ecblank.gif | Contractual Overtime: |   |
| Line Manager: | Business Delivery Manager |
| Staff Responsibilities: | Not Applicable |
| Purpose: |  To deliver an effective People Development planning and delivery service, by coordinating and monitoring learning delivery, and maintaining accurate training plans, training records and budgets. |

**Key Responsibilities:-**

**1. Update and maintain force training profiles, liaising direct with Heads of Departments and Subject Matter Experts (SMEs) to identify training gaps, requirements and priorities in-line with allocated budget.**

**2. In conjunction with HR Systems, conduct regular audits and quality assurance activities to ensure training and competency information contained within the profiles reflect what is recorded on the System; with discrepancies addressed and updated accordingly.

3. Work with colleagues and external partners, using systems and data, to maintain and report upon the force training plan, training requirements and potential gaps and risks.**

**4. Maintain the training planner with clear, accurate records of delivery, planned delivery and competency management, and ensure all colleagues force-wide understand the importance of effective training planning and recording**

**5. Manage the impact of abstractions and consider employee value when creating delivery plans, i.e. location and ease of access, to enhance employee experience, minimise operational impacts and maximise attendance**

**6. Design and prepare the force costed learning delivery plan, analysing and prioritising information to create schedules and plans for internal and external resources that meet organisational needs, and identify the most effective and efficient methods of managing delivery resource to provide timely and cost effective training**

**7. Manage compliance requests and activities, working with key stakeholders and ensuring data integrity and appropriate supply of information**

**8. Manage the provision of data requests to both internal and external sources, including the provision of information to another force and freedom of information requests**

**9. Lead a continuous improvement approach to people learning, identify where processes and procedures can be improved to enhance customer service and user experience, driving a digital, self-serve approach.**

 **The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.**