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| **Police Staff** **Professional Development Adviser** **People Services** **Role Definition: WP150 / 20765** |

**ROLE DEFINITION**

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| Dept / Area Command: | People Services | http://domcms/icons/ecblank.gif | Section: | People Support |
| Post Title: | Professional Development Adviser | http://domcms/icons/ecblank.gif | Post Reference: | WP150 / 20765 |
| Post Grade: | Grade G | http://domcms/icons/ecblank.gif | Location: | Ponteland / Forcewide |
| 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: | Inspector Assessment & Accreditation | | | |
| Staff Responsibilities: | Not applicable | | | |
| Purpose: | To assist in the implementation and delivery of entry routes and professional development programmes, providing supporting competency assessment and development, career planning, mentoring programmes and performance management. | | | |

**Key Responsibilities: -**

1. Proactively engage with police officers, police staff and volunteers providing advice and support to achieve identified technical and competency requirements of professional development, leadership and apprenticeship programmes.

2. Support and oversee the progress of student officers and special constables, planning and coordinating placements, attachments and interventions to meet learning outcomes, independent patrol status and full occupational competence.

3. Liaise with stakeholders to gather and evaluate information to support performance reviews and competency assessments to ensure standards are met and individual feedback is objective and supportive.

4. Provide advice, guidance and make recommendations on people performance assessment and development plans to increase work based competency and enhance capability.

5. Contribute to the development and implementation of career pathways identifying and developing workforce potential to inform succession planning, increase mobility and progression.

6. Develop, coordinate and support local tutoring and mentoring programmes to provide effective workplace support and development.

7. Assist in the identification of skills gaps and areas for improvement, engaging with internal and external stakeholders to enhance workforce learning and development and future programmes.

8. Communicate and promote continuous professional development and learning programmes, supporting delivery where required to ensure workforce engagement and create a learning and high performance culture.

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