



Role Profile

Role Profile Part 1			
Role title	Organisational Learning Coordinator	Grade/Rank	Scale 5
Dept/Area	Organisational Learning, Partnership and Inspection Team	Vetting Level	RV
Responsible to	Organisational Learning, Review	Staff line managed	none
Reviewed by (Line Manager)	Cherylea Archdeacon	Date	13/12/2024
Purpose of Job	Co-ordinate, create and administer procedures and processes to support colleagues within the Organisational Learning, Partnership and Inspection Team and across the force in accessing organisational learning. To coordinate processes related to a range of force business functions including force policies and procedures (FPPs) and standard forms.		
Key Accountabilities	1. Co-ordinate the administration functions for the team's core business including, force learning, business planning, governance and HMICFRS scrutiny. 2. Manage the FPP process (including compliance with Human Rights, Equality legislation and protective marking), acting as point of contact for those head of departments responsible for those procedures. 3. Ensure that the Constabulary complies with all legal and archiving requirements, official guidance, and evidence based best practice for FPPs. 4. Identify and address any overlap of ownership or content in relation to recommendations or FPPs. 5. Promote and integrate the use of Approved Professional Practice (APP) and legislative changes within Hampshire Constabulary and ensure that local policies and procedures are only created where appropriate and necessary, in conjunction with APP. 6. Escalate any recommendations or FPPs that pose a risk to the Constabulary or performance issues relating to the progress of actions. 7. Ensure internal and external publication of all relevant information (including Part 4 Routine Orders for FPPs) are accurate and compliant. 8. Ensure the internal and external publication of all FPPs, including the maintenance of the FPP database and library and technical liaison with ICT Services. 9. Develop and maintain tracking and progress reporting tools and systems for recommendations captured for all audits, inspections and de-briefings. 10. Maintain and update the Organisational Learning, Partnership and Inspection Teams' intranet pages as required, assist with the generation of targeted communication from the team to disseminate key learning and any necessary guidance arising from the FPP, inspection, reviews, audit and evaluation processes. 11. To give regular and effective service (mandatory).		



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	Note: This role profile is designed to assist post holders with understanding what is expected of them in their role. Hampshire and Isle of Wight Constabulary may ask them to undertake other duties, as required, which are not necessarily specified on the role profile but which are commensurate with the grade of the post. The role profile itself may be amended from time to time within the scope and general level of responsibility attached to the post.
Additional Requirements	Follow GDPR guidelines and Constabulary policies in relation to accessing and handling personal data. All officers and staff must be aware of risk in relation to their role, please view the appropriate Health & Safety Risk Assessment for the role. The role holder may be required to visit other locations within Hampshire and the Isle of Wight, and therefore needs to have the ability to travel as necessary. An initial 6 month probationary period will apply on appointment to the role. All role holders will need to undergo and maintain appropriate vetting in order to carry out the full duties of the role. May be asked to carry out fire warden duties to meet required standards if required.



Role Profile

Role Profile Part 2			
CVF Recruitment Competencies and Level	We are Emotionally Aware Level 1 We Take Ownership Level 1 We are collaborative Level 1 We Analyse Critically Level 1 We are Innovative and Open Minded Level 1 Transparency		
Education/Qualifications	Essential: Educated to QCF Level 2, (5 passes) OR work experience deemed to have brought the role holder to a comparable level. Desirable: QCF Level 3		
Experience and Skills	Essential: - Fully competent in the use of MS office applications i.e. Word, Excel, Powerpoint etc. - A good aptitude, ability and familiarity with computer systems in order to utilise them in the gathering of information - High degree of problem solving skills and organisational ability Ability to analyse, evaluate and interpret information - Good communication skills - verbal and written; ability to communicate effectively with a variety of individuals from different social and professional backgrounds - A high level of self-motivation and innovation. - To be able to work effectively in a team and contribute positively and constructively to team planning processes. Ability to work with minimum supervision - Ability to adapt to change of the working environment and working practises, and ability and willingness to keep abreast of changes in legislation - Ability to organise and plan own work time and be able to prioritise demands Desirable: - Experience of policy and procedure creation and writing. Working knowledge of the management of police information		
Approved by People Services	Hannah Davis	Date	05/05/2016

Role Profile

Role Profile Part 3

Competencies	All roles are expected to know, understand and act within the ethics and values of the Police Service.	
	Resolute, compassionate and committed	
	We are Emotionally Aware	Level 1
	We Take Ownership	Level 1
	Inclusive, enabling and visionary leadership	
	We are collaborative	Level 1
	We Deliver, Support and Inspire	Level 1
	Intelligent, creative and informed policing	
	We Analyse Critically	Level 1
	We are Innovative and Open Minded	Level 1
Underpinning Values	Impartiality	
	Integrity	
	Public Service	
	Transparency	
Initial Development Skills for new to role period	All staff are required to complete mandatory e-learning including annual DSE and Fire Safety plus any role-specific training required	
Continuing Professional Development	Courses and Conferences should be attended to benefit professional learning and development.	

