

OLE PROFILE Part1	Role Title	STANDARDS UNIT OFFICER			Dept /LPA	LEARNING & PROFESSIONAL DEVELOPMENT
	Role Access/CPD		VETTING LEVEL		PIP LEVEL	
Grade/Rank	SO1 bar SO2					
Responsible To	Learning & Development Standards Manager					
Staff Managed	n/a					
Reviewed by (Manager)	12583 Jo Wilson				Date	May 2021
Purpose of Job	To support Force aims and objectives through working with a client focus in the management of a wide range of Learning and Professional Development programmes. To guide and facilitate the effectiveness of learning through the application and maintenance of agreed standards of operation.					
Key Accountabilities	1. Prepare and deliver information and / or training to diverse audiences. 2. Liaise with learner and dependent roles such as trainer/coach/tutor/supervisor/line manager to ensure collaborative management of access to learning and development throughout accreditation / qualification programmes. 3. Work with training unit managers to conduct trainer observations. 4. Work with training unit managers to audit existing L&PD programmes against COP frameworks. 5. Contribute to the Department's Evaluation Strategy and conduct systematic evaluations at all levels in order to provide detailed and evidenced commentary on performance, identify and highlight examples of noteworthy practice, areas for improvement and recommend actions to be taken. 6. Carry out work-based reviews and assessment/internal verification as required for qualification and accreditation programmes under the direction of the relevant Centre Manager. 7. Monitor and Quality assure coaching/tutor practice through periodic sampling of documentation and interviewing of learners. 8. Manage administration associated with the accreditation / qualification programmes 9. To act as an internal consultant advising and providing educational support and guidance. 10. Operate within and oversee the QA strategies provided by external organisations and HC Head of L&PD. 11. To give regular and effective service Note: This role profile is designed to assist postholders with understanding what is expected of them in their role. Hampshire 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	Maintain personal responsibility for collection, recording, evaluation, information sharing, review, retention and disposal of information in compliance with codes of practice and Guidance in the Management of Information, Information Security Policy, procedures and legislation. Prepared to work occasional/some unsocial hours in order to meet job demands. 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.					

	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. Carry out fire warden duties to meet required standards if required. BAR CRITERIA Criteria for progression from SO1 to SO2 is as follows: 1. The postholder to have been in post at least 1 year and studying towards a relevant QCF Level 4/5 qualification where prior attainment is not in place. 2. The postholder to be deemed competent by the Learning & Development Standards Unit Manager to perform the range of duties outlined on the job description with minimum supervision. 3. The postholder must have a good attendance record, i.e. below the Force 'cause for concern' absence trigger point. If it is proposed to progress through the bar with a higher level of absence, approval must be obtained from the Head Of HR.		
ROLE PROFILE Part2 CVF Recruitment Competencies	We are Emotionally Aware Level 1 We Take Ownership Level 2 We are collaborative Level 1 We are Innovative and Open Minded Level 2 Transparency		
Education/ Qualifications	Essential: Educated to QCF Level 3 or equivalent work experience plus QCF Level 3 qualification in Learning & Development or Management plus QCF Level 2 In English and Maths Desirable: QCF Level 4 qualification in Learning & Development or QCF Level 5 in Management Qualified to or working towards Assessor and Verifier standards		
Experience and Skills	Essential: Proven experience within a Learning & Development or Leadership & Management role. Proven experience within Schemes of at least one of Investigation, Intelligence, Leadership & Management, PCSO or Contact Management. Desirable: Knowledge of the components of apprenticeships and work based qualifications/accreditation programmes. Knowledge and Understanding of the principles and practices of the learning and development of others. Experience of assessing others against specific criteria.		
Approved by HR	Jessica Eyre	Date	14/11/08

ROLE PROFILE Part3 CPD			
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 2	
	Inclusive, enabling and visionary leadership		
	We are collaborative	Level 1	
	We Deliver, Support and Inspire	Level 1	

Underpinning Values	Intelligent, creative and informed policing	
	We Analyse Critically	Level 2
	We are Innovative and Open Minded	Level 2
	Impartiality	
	Integrity	
	Public Service	
	Transparency	
Initial Development skills for new to role period	Learning & Development/Chartered Institute of Professional Development/Management/Education & Training Foundation (to complete Bar)	
	L&D Assessor and IQA qualifications within first 12 months in post.	
Continuing Professional Development	Audits	
	Technical/E-learning including annual DSE and Fire Safety.	
	Trainer Observation in Crime Skills, First Contact Training, Information Communication Technology, or Initial & Operational Delivery Units.	
	Assessment & QA of work based assessment elements of accreditation / qualifications.	
	Scheme related Occupational knowledge	