



# HM Prison & Probation Service

## **NPS Job Description (JD)**

### **NPS Band 4**

**Directorate: National Probation Service - HQ**

**Job Description: National Probation Trainers (HQ Based)**

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## NPS Job Description

<b>Job Title</b>	National Probation Trainers (HQ Based)
<b>Directorate</b>	National Probation Service - HQ
<b>Band</b>	4

<b>Overview of the job</b>	<p>This post will sit within the National Probation Service Directorate in HMPPS. For day to day and line management purposes, the post holder will report to the Probation Professional Skills Training Manager and be seconded into the HMPPS HR Directorate Learning and Development team on a rotational basis. This means that at the end of the two year secondment the post holder will return to an operational post within NPS</p> <p>The post holder works in the National Operational Probation Training Team (NOPTT) and delivers a portfolio of business specific learning and development to enable staff across all levels of the organisation to have the skills to do their job as per the HR Business Plan. Most delivery will be to Probation staff and will support both the Probation Qualification Framework (PQF) training as well as CPD training for Probation staff. However delivery of offender management related subjects to wider HMPPS staff maybe be required</p> <p>The post will be based at an HQ location, (usually London or HMPPS Learning and Development centre, Newbold Revel near Rugby)</p> <p>Regular travel and overnight stays are an integral part of this role as when required trainers will be expected to provide some mutual aid to NPS divisions, CRCs and other parts of HMPPS L&amp;D in order to meet business needs</p> <p>The role has both a development and delivery element. In addition to delivering training the post holder is required to provide subject matter expertise to inform course content</p> <p>The post holder has no line management responsibilities. However the post holder maybe required to mentor and coach other trainers in order to support their professional development and acquisition of specialist skills across HMPPS L&amp;D</p> <p><i>Posts will be filled on a secondment basis for a period of 2 years</i></p>
<b>Summary</b>	<p>Delivery of high quality assessed and evidence based business specific learning and development to meet the needs of individual learners, the PQF and CPD training requirements of Probation staff as well as the HMPPS business plan and vision</p> <p>Delivery of business specific learning and development as above to the contracted out and third sector as well as the wider MOJ and to commercial customers</p> <p>Contribute to the development of a commercial arm for learning and development as required, for example by delivery to external paying customers including overseas customers and CRCs</p> <p>The post holder is responsible for managing the learning and development of the learner during their course, enabling them to be able to perform their duties to the standard expected by the PQF awarding body, NPS, OMS etc</p> <p>The post holder is responsible for developing the skills of learners and assessing their competence, providing reports to line managers and training managers, where and when required</p> <p>Signpost staff with learning and development needs to appropriate departments both within the organisation and external agencies, including Civil Service Learning (CSL)</p> <p>The majority of such HMPPS business specific training classroom delivery will normally be delivered by 1 trainer to a ratio of 12 to 16 learners. Exceptions to this may arise if business needs require it.</p> <p>Undertake peer trainer observations as required</p> <p>As required provide subject matter expertise for course developments, revisions and re-writes, including the updating of the IT training databases</p> <p>The post holder is responsible for maintaining an effective working relationship with wider L&amp;D colleagues and other stakeholders.</p> <p>Deliver of business-specific learning and development to HMPPS NPS directly employed staff, including supporting learners CPD through the PQF training and covering a wide range of operational and operationally-related topic areas, including: IT training such as Delius OASys, Skills for Effective Engagement, Development and Supervision training (SEEDS), Practice based training such as Child safeguarding,</p>

	<p>Specialist areas of work such as managing foreign nationals, serious group offending, violent extremism, sexual offending</p> <p>Delivery of learning and development as above to the contracted out and third sector as well as the wider MOJ and commercial customers as required</p> <p>Contribute to Quality Assurance by following the HMPPS L&amp;D quality assurance processes, including taking immediate remedial action as required when highlighted</p> <p>The post holder is responsible for managing the learning and development of the learner during their course, enabling them to be able to perform their duties to the standard expected by HMPPS NPS</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>You will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• The post holder is required to deliver a portfolio of NPS business specific learning and development</li> <li>• Delivery of learning and development programmes, within the specified time frame, ensuring adherence to relevant guidelines</li> <li>• Responsibility for managing &amp; reporting on learners' performance, development and attendance, providing support and to them during the course</li> <li>• Continual assessment of learners as to their competence, ability and aptitude to perform their role, through formative and summative assessments against published criteria</li> <li>• Produce lesson plans for classroom based delivery in order to ensure learning outcomes are achieved for learners</li> <li>• Preparing and giving end of course feedback, including reasons for a learner being assessed as not meeting the required level of competence and providing written feedback to the establishment with development activities if required</li> <li>• Report the failure to attend of delegates</li> <li>• Adhere to information assurance and data protection procedures</li> <li>• Organise trainer standardisation meetings, to ensure consistency of delivery, decimation of latest policy developments and sharing of good practice</li> <li>• Participate in the development of pass / refer criteria and in monitoring trainer inter-rater reliability in administering and marking such assessments</li> <li>• Work alongside wider L&amp;D colleagues, policy leads, Commissioners to provide the subject expertise for all HMPPS NPS course developments, revisions and re-writes, for course within the portfolio. Identify up skilling requirements for new trainers</li> <li>• Contribute to Quality Assurance by following the HMPPS L&amp;D quality assurance processes, including taking immediate remedial action as required when highlighted</li> <li>• Communicating effectively with a range of organisations to establish effective working relationships with key colleagues and internal and external stakeholders.</li> <li>• Maintain continuous professional development (CPD) portfolio Use feedback from standardisation meetings to ensure delivery is consistent with other trainers and keep abreast of policy developments.</li> <li>• Submit Travel Plans for approval and keep record of attendance</li> <li>• Submit end of course paperwork and update Oracle as required</li> </ul> <p><i>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The Job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under Job Evaluation and shall be discussed in the first instance with the Job Holder.</i></p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Leadership</li> <li>• Developing Self and Others</li> <li>• Working Together</li> <li>• Seeing the Bigger Picture</li> <li>• Communicating and Influencing</li> </ul>

<b>Strengths</b>	It is advised strengths are chosen locally, recommended 4-8.
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>• Experienced in delivering learning and development to probation staff</li> <li>• Strong organisational skills, planning and attention to detail</li> <li>• Excellent communication skills</li> </ul>
<b>Technical requirements</b>	<ul style="list-style-type: none"> <li>• Qualified probation officers with post qualification experience of working with offenders</li> <li>• Holds an appropriate training delivery qualification in line with HMPPS policy</li> <li>• Knowledge of latest policy developments</li> <li>• Knowledge and understanding of the learning and development process, in particular training delivery</li> <li>• Mentoring/Coaching skills</li> </ul>
<b>Ability</b>	

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
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<b>Hours of Work (Unsocial Hours) Allowances</b>	
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### Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8.	Ability	Experience	Technical
Leadership		Experienced in delivering learning and development to probation staff	Qualified probation officers with post qualification experience of working with offenders	
Developing Self and Others		Strong organisational skills, planning and attention to detail	Knowledge of latest policy developments	
Working Together		Excellent communication skills	Knowledge and understanding of the learning and development process, in particular training delivery	
Seeing the Bigger Picture			Mentoring/Coaching skills	
Communicating and Influencing			Holds an appropriate training delivery qualification in line with HMPPS policy	