

ADDITIONAL INFORMATION ADDED UNDER THE QUALIFICATION SECTION

INTERNAL & EXTERNAL

ZERO HOURS CONTRACT - INVESTIGATIVE SKILLS TRAINER

Ref: 212/20

Location:	People Standards & Development Command – Learning & Development Centre of Excellence - Meadowfield
Salary:	Scale 6 £ 26,208 - £29,064 per annum
Hours:	37 hours per week, based on Monday to Friday. Some occasional evening working is required.
Job type:	Zero Hours Contract
Closing date:	12pm on Friday 2nd October 2020
Qualifications:	City & Guilds Level III/ A Levels/or BTEC National in a relevant subject or an approved equivalent.

Applicants are required to be qualified to PIP Level 2, in crime investigation (ICIDP) and serious & complex investigative interviewing and be knowledgeable of the Sergeant and Inspector role as well as policing in general.

Applicants should note that Durham Constabulary recognises the full PIP Level 2 as an equivalent to a Level 3 qualification.

If you possess an equivalent qualification you must clearly outline this on your application. Failure to do so may result in your application not being progressed.

Further information regarding the relevancy of equivalent qualifications is available from the OfQual website at <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>

Successful candidates will be required to provide copies of all relevant qualifications.

- 1) Candidates will possess a City & Guilds level 3 training qualification e.g. Education & Training Award (650-32) or be willing to work towards and achieve this requirement within the first 6 months of appointment.
- 2) Candidates will also be willing to work towards and achieve A1 accreditation within 12 months of appointment.

If the successful candidate appointed into this role does not successfully complete the required training and attain the required qualifications as point 1) and 2) above, the individual may be subject to the provisions contained within the Force capability policy.

Vetting

Durham Constabulary has a strict vetting requirement and any offer of employment will be subject to appropriate vetting levels which will be maintained / updated throughout the period of service. In addition, applicants should have been a UK resident for at least 3 years prior to the date of application. However in the event that applicants have not been resident in the UK for at least 3 years and can provide a VERIFIABLE certificate from the Police of any country where they have taken temporary residence to indicate that they have not been convicted of any offence whilst in that country or involved in any investigation by a Law Enforcement Agency which includes being interviewed, arrested, issued with any penalty notice, charged or cautioned irrespective of whether that offence is an offence within the United Kingdom, then this will be considered as part of the recruitment vetting process. Individuals who are not able to meet this criteria will be subject to appropriate risk assessment by the Force Counter Corruption & Vetting Unit.

Tattoos

Applicable to all staff (officers, staff and volunteers) engaged in public facing roles and is effective from 12/04/2016. This requirement is intended to ensure that Constabulary staff in public facing roles present a professional corporate image to everyone. The Constabulary does not seek to discriminate against anyone who has tattoos and recognises the prevalence of body art in modern society and the right of each individual to make their own choices about their appearance.

The Force vision aspires to the provision of an excellent policing service which inspires confidence in all victims and communities. With that in mind this policy seeks to minimise, as far as is reasonably possible, any negative perception or misconception which could be drawn by the communities we serve based on appearance, which would serve to diminish confidence in the Constabulary as a whole.

Any tattoo anywhere on the body that is:-

- obscene,
- or advocates sexual, racial, ethnic, or religious discrimination, by written word or design

is prohibited. The presence of such a tattoo would preclude an applicant from passing the recruitment process for employment with the Constabulary.

Tattoos which are visible on the face, scalp, ears, neck and hands are not considered appropriate for those who are in public facing roles. 'Public facing' also extends to include those employees who engage with partner agencies.

The practical effect of this policy, in respect of applicants for any public facing role in the Constabulary, may be to preclude any such applicant in circumstances where visible tattoos on the face, scalp, ears, neck or hands. however, in rare circumstances, the Constabulary may consider the merits of any individual application to be exempted from elements of this policy in relation to tattoos. Decisions in regarding such exemptions will be made via a panel comprising the Chief Constable, Deputy Chief Constable/Chief of Staff for the OPVC, Head of People, Standards and Development Command and the Strategic Resource Manager.

Where recognised cultural factors pertain, the Constabulary undertakes to give specific consideration to the merits of any individual application to be exempted from elements of this policy.

To Apply

Durham Constabulary welcome applications from everyone, but as members of ethnic minority groups are currently under-represented we would encourage applications from these groups. Appointment will be based on merit.

For further information please view the below Job Description and Person Specification.

To apply please complete the following –

[Pers 198 Police Staff Application Form](#)

Completed application forms should be returned to human.resources@durham.pnn.police.uk.

Hard copy applications will not be accepted.

Please note that Curriculum Vitae's (CV's) will not be accepted.



DURHAM CONSTABULARY

JOB DESCRIPTION

JOB TITLE:	Investigative Skills Trainer
DEPARTMENT:	People Standards & Development Command - Learning and Development (Meadowfield)
GRADE:	Scale 6
RESPONSIBLE TO:	Team Leader
JOB PURPOSE:	<p>To work as part of a small team with responsibility for providing relevant high quality training in response to specialised and core training needs.</p> <p>To design/deliver training which effectively and efficiently meets the requirements of the client and assists the development of the students' skills and abilities.</p>

MAIN DUTIES AND RESPONSIBILITIES

1. Research, provide and where necessary design/develop learning resources for the benefit of the client, including conducting training needs analysis and research, preparation and development of training for the introduction of any new procedures.
2. Monitor/assess the progress of students, in particular those required to obtain a set standard within a training programme and highlight any problems at the earliest opportunity.
3. Risk assess training activities to ensure a safe working environment for staff and students.
4. Complete clerical work associated with training programmes and student assessments, including the updating and maintenance of lesson plans and learning resources.
5. Ensure that training is developed and delivered within an ethical and professional framework and within internal quality standards.
6. Assist other members within the Learning and Development Department as required.
7. Undertake other appropriate tasks as required by their line manager.

8. Maintain an up to date knowledge of relevant legislation and procedures with regard to Investigation.
9. Participate in Departmental and Team meetings/events and represent the Department at conferences'/workshops, as required.

The duties and responsibilities outlined above cannot encompass or define all tasks which may be required of the post holder. The outline of duties and responsibilities given above therefore may vary from time to time without materially changing either the character or level of responsibility and these factors are reflected in the grade applied to the post.

DURHAM CONSTABULARY

PERSON SPECIFICATION

JOB TITLE: Investigative Skills Trainer

DEPARTMENT: People Standards & Development Command - Learning & Development (Meadowfield)

EMPLOYEE	THE SUCCESSFUL CANDIDATE SHOULD POSSES THE FOLLOWING:-	ASSESSMENT CRITERIA
Educational Attainment/ Professional Qualifications	<ul style="list-style-type: none">• City & Guilds Level III/ A Levels/or BTEC in a relevant subject or an approved equivalent• Applicants are required to be qualified to PIP Level 2, in crime investigation (ICIDP) and serious & complex investigative interviewing and be knowledgeable of the Sergeant and Inspector role as well as policing in general. <p>1) City & Guilds Level 3 training qualification in Education & Training Award (650-32) or be willing to work towards and achieve this requirement within the first 6 months of appointment.</p>	<ul style="list-style-type: none">• Sift/Interview

	<p>2) Candidates will also be willing to work towards and achieve A1 accreditation within 12 months of appointment</p> <p>If the successful candidate appointed into this role does not successfully complete the required training and attain the required qualifications as point 1) and 2) above, the individual may be subject to the provisions contained within the Force capability policy</p>	
Work Experience	<ul style="list-style-type: none"> To comply with assessor/ accreditation standards applicants are required to possess at least five years recent (within the last 12 -24 months) previous professional experience in investigation & investigating, and delivering training in a training environment. <p>This should include the preparation of original correspondence, e.g. lesson plans, reports and student</p>	<ul style="list-style-type: none"> Sift/Interview
Knowledge/Skills/	<ul style="list-style-type: none"> Numerical skills, e.g. 	<ul style="list-style-type: none"> Sift/Interview

Aptitudes	<p>addition, subtraction, simple multiplication or division, simple statistics</p> <ul style="list-style-type: none"> • Enhanced literacy skills, e.g. composing either original memos, letters or short reports on a regular basis, statement writing • Enhanced keyboard skills, e.g. use of spreadsheets, inputting into database systems, etc. where accuracy is essential but speed is not a key demand 	<ul style="list-style-type: none"> • Sift/Interview • Sift/Interview
Disposition	<ul style="list-style-type: none"> • Able to work under pressure to meet specific deadlines • Able to work on own initiative as well as part of a team 	<ul style="list-style-type: none"> • Sift/Interview • Sift/Interview
Special Requirements	<ul style="list-style-type: none"> • To be of the highest integrity • To have a respect for diversity and be committed to the principles of Equal Opportunities 	<ul style="list-style-type: none"> • Sift/Interview/vetting • Sift/Interview

DURHAM CONSTABULARY

CONDITIONS OF APPOINTMENT

INVESTIGATIVE SKILLS TRAINER – LEARNING AND DEVELOPMENT

1. SALARY

Annual salary will be based on Durham Scale 6 of the Police Staff Council:-

£
26,208
27,096
28,023
29,064

Place of Work:- People Standards & Development Command, Learning & Development Department – based at Meadowfield Centre of Excellence

Period of Casual Work:- You will be required to attend Police HQ Aykley Heads, (please report to Main Reception for 9 am), on the first morning of your employment as zero hours in order for your police staff identification card to be issued and to complete documentation for HR and payroll, before reporting for duty at the Learning & Development Department – based at Meadowfield Centre of Excellence.

Services to be provided by you: Appointment is that of a casual worker, performing services on an irregular arrangement. There is no obligation on the part of the Chief Constable to provide such casual work even when such work is available, nor is there any obligation placed upon you to accept any casual work that is duly offered.

As a casual worker, you will undertake specific engagements and have the right to choose, without penalty, whether or not to accept the offer of work. Once you accept the offer of casual work, there is an expectation that you will attend as indicated.

Remuneration: You will receive payment on a monthly basis based upon the number of hours you work.

Hours of Work: Your hours of work will be recorded on a timesheet and duly authorized.

Termination: - The Chief Constable reserves the right to terminate your engagement during the period of your casual work and will provide you with reasonable notice of one week, where practicable.

Leave: - As a casual worker your leave entitlement will be calculated on a pro rata basis to reflect the number of hours worked.

Sickness: - If you are unable to attend due to sickness you should contact a member of the management team. You will not be paid for sickness absence.

Pension: You will only be included in the Local Government Pension Scheme if you have a continuous engagement of 3 months or more duration.

A contracting out certificate is in force for the Local Government Pension Scheme.

Membership of Trade Unions: - You have the right to join a trade union and to take part in its activities.

Special Conditions: - The below policies and conditions are applicable to you:-

Achieving Fairness at Work Policy

Misconduct - Discipline Policy and Misconduct – Capability Policy

The Force Smoking Policy

Health & Safety Policy

Force Electronic and Communications Policy

Police Staff Standards of Behaviour Policy

Ownership of Intellectual Property Rights Guidance

The Official Secrets Act 1989

The Data Protection Act 1998

The Copyright, Designs and Patents Act 1988

The Computer Misuse Act 1990

The Equality Act 2010

Equality Commitment and Workplace Conduct Policy