

## **JOB DESCRIPTION**

**Post:** Personal Safety Trainer  
**Grade:** Band E **Job Evaluation Ref:** C133  
**District/Department:** Joint Human Resources  
**Sector/Section:** Learning and Development  
**Location:** OCC, Wymondham or PHQ, Martlesham  
**Reporting to:** Personal Safety Training Team Leader

## **ACTIVITIES AND RESPONSIBILITIES OF THE POST**

### **1. Principal purpose of the role**

To train members of Suffolk and Norfolk Constabularies, the Special Constabularies and Police Staff in personal safety techniques, first aid, mental health awareness, physical fitness and the use of Personal Safety appointments including; conducted energy devices (Taser) in accordance with relevant Health and Safety requirements.

### **2. Main activities of the role *(This list is not exhaustive)***

- Initial personal safety training courses to student officers, special constables & police staff
- Personal safety refresher training for recertification throughout both constabularies
- Physical fitness training & testing for Police, Police staff and potential candidates
- Conflict management and communication courses
- To assist in monitoring personal safety training equipment and use of force
- In the absence of the Personal Safety training supervisor, to represent the constabularies in matters concerning unarmed defensive/offensive skills, batons, handcuffs, leg restraints, and irritant sprays in other Forces, and attend regional meetings to maintain knowledge and disseminate information.
- To ensure the capture of accurate training records and liaison with Areas/Departments for record keeping, including maintaining student officer's physical training test records
- To deliver presentations on PST and use of appointment's to outside agencies as required
- Provide assistance in the delivery of PSU training
- To make objective, evidenced assessments of students technical ability in skills taught
- To interpret statistical data arising from the use of force monitoring procedures, advising on policy changes and developing training and material used where necessary
- To maintain effective liaison with Areas and Departments in respect of training venues and availability of equipment
- To maintain personal fitness and skill levels
- Any other duties that are commensurate with the role and grade as may be requested by line management.

### **3. Special conditions/Points to note**

- a) The purpose of this job description is to indicate the general level of the duties and responsibility of the role, the duties may from time to time vary without changing the general character of the role or the levels of responsibilities.

- b) Whilst the role is normally based at the aforementioned location, you may be required to work at other establishments across both Norfolk and Suffolk Constabularies as may be reasonably required. Police Staff Conditions of Service will be adhered to in such instances.
- c) All duties must be carried out in accordance with relevant Health and Safety legislation and good practice. A 'No Smoking in the Work Place' policy applies
- d) All duties must be carried out in a manner that supports the Constabulary's commitment to equality and inclusions.
- e) There is a requirement to undertake the following training: handle batons, hand cuffs, irritant exposure canisters, C.E.D (taser). This training will be refreshed throughout employment.

NB - The minimum qualification for this post is the possession of a College of Policing Personal Safety Trainers Certificate. In the case of any one appointed without the appropriate qualification, the qualification must be obtained within one year of appointment.

## **PERSON SPECIFICATION**

**Post:** Personal Safety Trainer

**District/Department:** Joint Human Resources

**Location:** OCC Wymondham or PHQ,  
Martlesham

### **Essential Criteria**

1. Previous experience of developing both classroom based and physical training courses from the planning stage to delivery
2. Possess and demonstrate the ability to maintain a high level of physical fitness necessary to carry out the requirements of the job
3. Ability to demonstrate a high level of interpersonal and oral communication skills, maintaining control of students and motivating as required
4. Proven ability to work with the minimum of supervision and use own initiative
5. Ability to demonstrate good organisational and written communication skills
6. Experience of using computer systems, ideally with experience of Powerpoint and word processing packages
7. Possession of a relevant qualification in physical education or equivalent experience

### **Desirable criteria**

1. Proven experience in directing personal safety training or self-defence training in a police or similar environment
2. Demonstrate knowledge and awareness of Health and Safety issues
3. Possession of current First Aid certificate
4. The minimum qualification for this post is the possession of an initial teacher training qualification, health and safety qualification and a Personal Safety Trainers Certificate. In the case of any one appointed without the appropriate qualifications, the qualifications must be obtained within one year of appointment.